

Appendix XVII – Policy on Late Submission of Assignments



Policy & Procedure Title:

SETU Carlow Policy & Procedure on Late Submission of Assignments

Effective Date	1 st December 2018	Version	3.0
Approved By	Academic Council Governing Body	Date Approved	26 th November 2018 29 th November 2018

Form(s)	Responsibilities/ Owner
Extension to Assignment Submission Date Application Form	Academic Staff Head of Department/Faculty/Campus
Superseded or Obsolete Procedures	
Version 02 – Oct 2016 - Policy reviewed to reflect requirements under Equality Diversity & Inclusion and GDPR	
Version 01 – April 2013 - Policy review to update legislation reference and reflect changes to title of Faculty	

South East Technological University Carlow (here on referred to as SETU Carlow) adopts the policy regarding the submission of assignments in line with the ESG Guidelines (2015) and QQI's Quality Assuring Assessment – Guidelines for Providers (2013).

All SETU Carlow learners are entitled to fair and reasonable notice of assignment submission dates, times and methods and the consequences for failure to submit on time.

Submission Procedure

1. All learners shall receive an assignment brief from the internal examiner in advance of the assignment due date, specifying:

The due date and time of the assignment

The method of submission for the assignment

Method of confirming submission

Penalties imposed for failure to submit the assignment on time and as prescribed.

2. Assignments shall be submitted by the learners as indicated on the assignment brief. This may be by hand to the person/office/other location designated by the lecturer or submitted electronically via an approved system, no later than the designated time on the due date.

3. Learners shall personally submit assignments at the date and time indicated, unless otherwise agreed by the lecturer.

4. Assignments may also be submitted in advance of the due date, unless otherwise indicated.

5. Internal examiners shall establish an accurate and transparent mechanism to confirm submission of assignments, for example a procedure where the learner signs in the work on a register, indicating the date and time it was submitted, or the use of turnitin or other electronic systems.

Exceptional Circumstances

6. Submission dates may be extended in exceptional circumstances.

7. If an extension is required, learners are to apply in advance of the deadline for an extension in writing to the internal examiner using the attached 'Extension to Assignment Submission Date Application Form', clearly stating the reasons for seeking the extension and attaching supporting documentary evidence.

8. The circumstances under which such a request shall be considered include but are not limited to the following: a known extended period of absence from SETU Carlow for serious personal/family/business reasons or where a learner is representing their country or University.

9. The circumstances under which such a request shall be unlikely to be considered include, but are not limited to the following: Minor illnesses such as a common cold; Holidays during the academic year; Multiple assignments due at the one time; Failure to plan study schedule; Debs/weddings/social events; IT and/or computer failure; Election/campaigning commitments.

10. Where an assignment is submitted late due to unanticipated exceptional or extenuating circumstances, learners are to present an explanation to the internal examiner in writing, using the 'Extension to Assignment Submission Date Application Form' and providing supporting documentation. The internal examiner may, at their discretion, retrospectively award an extension in such cases. Such unanticipated exceptional or extenuating circumstances are circumstances beyond your control which are unforeseen and which prevented you from meeting the assignment submission date. If such an extension is not awarded, the learner/internal examiner may bring those extenuating circumstances to the attention of the relevant examination board.

11. At all stages during the process, learners are to have regard to the policies and procedures set out in the Learner Handbook.

Failure to Submit

12. Failure to submit an assignment on time and in the prescribed method without an extension or other extenuating circumstances shall result in the imposition of penalties upon the learner.

13. The penalties imposed must be clearly indicated to the learners on the assignment brief and may result in the learner receiving a grade of 0 for the assignment.

14. If the assignment brief fails to indicate the penalties for late submission, the following penalties shall apply:

Assignments received at any time after two weeks of the due date to be graded, but a penalty applies, as follows:

a) Assignments submitted at any time up to one week after the due date to have the mark awarded to them reduced by 10 per cent (for example, from 57% to 47%)

b) Assignments submitted more than one week but up to two weeks after the due date to have the mark reduced by 20 per cent (for example, from 87% to 67%)

Assignments received more than two weeks after the due date shall not be accepted. In this event, the learner shall receive a grade of 0.

Extension to Assignment Submission Date Application Form

This form must be completed when:

1. A learner is seeking an extension to an assignment submission date. Requests for extensions of deadlines should be sought in advance of submission dates.

The circumstances under which such a request shall be considered include but are not limited to the following: a known extended period of absence from SETU Carlow for serious personal/family/business reasons or where a learner is representing their country or University.

The circumstances under which such a request shall be unlikely to be considered include, but are not limited to the following: Minor illnesses such as a common cold; Holidays during the academic year; Multiple assignments due at the one time; Failure to plan study schedule; Debs/weddings/social events; IT and/or computer failure; Election/campaigning commitments.

2. An assignment has not been submitted on time due to unforeseen/unanticipated circumstances.

Guidelines for Completion:

All parts of the form must be completed and signed by the learner and submitted to the internal examiner. Supporting documentary evidence should be produced by the learner to support the application.

Learners to ensure they are aware of the IT Carlow Policy on Late Submission of Assignments.

If an extension is not granted, then the penalties set out in the assignment brief apply.

If an extension is granted, the internal examiner shall copy the form, return the original to the learner, who shall then attach the original form to their assignment before submission.

Learner please sign here:

I have read, understood and acknowledge the above:

SECTION A - TO BE COMPLETED BY THE LEARNER

Learner Name	
Learner Number	
Programme Name, Code	
Year of Study	
Module Title	
Lecturer	
Assignment Type & Weighting (% of module marks)	
Assignment Due Date	
Learner Mobile Phone Number:	
Requested new submission date:	
Please state clearly the reason for the extension request, attaching documentary/supporting evidence	

South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University's Privacy notice is available on the University's website (<https://www.itcarlow.ie/resources/data-protection.htm>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the University's Data Protection Oversight Group (e-mail: gdpr@itcarlow.ie)

Learner Signature:

Date:

SECTION B – TO BE COMPLETED BY THE LECTURER

Date & Time Received	
Extension Granted- Please circle as appropriate	Yes No
Comment:	
New submission date, if applicable	

Lecturer's Signature:

Date: