

Coursework Policies



- The due date for each item of coursework must be clearly indicated to students.
- Coursework must be delivered by hand to the Faculty Office (or other location designated by the Faculty) or submitted electronically via an approved system. Coursework may of course be submitted in advance of the due date. Coursework should not be submitted directly to individual members staff, placed directly in staff post-boxes, or delivered to or deposited in any location other than that designated by the Faculty.
- Coursework received at any time within two weeks of the due date will be graded, but a penalty will apply. For assignments marked out of 100, 10 marks are deducted if the work is up to one week late and 20 marks are deducted if the work is up to two weeks late. Work submitted more than 2 weeks late will not be graded.
- Where a Faculty grades work and offers feedback to students within two weeks of submission, the Faculty may decide not to accept work submitted after the feedback date, provided this is made clear to all students well in advance of the submission date.
- Submission dates may be extended in exceptional circumstances; students must apply for an extension in writing to the Faculty, using the standard University pro-forma and stating the reasons for seeking the extension.
- Where coursework is submitted late due to unanticipated exceptional or extenuating circumstances, students must present an explanation to the
- Faculty, using the standard University pro-forma. The Faculty may, at their discretion, retrospectively award an extension in such cases.

Definitions

Final examination period: The College's official final examination period begins on the Saturday, Sunday immediately following the last day of classes and continues through the last day of scheduled final examinations. Scheduled final examinations: Scheduled final examinations are those scheduled by the University's Exams Committee. Final examinations: Final examinations can either be comprehensive, covering all course materials, or non-comprehensive, covering only a part of the course.

In-term examinations: Major examinations during the semester are referred to here as in-term examinations.