

## **History - Policy on Late Submission of Assignments**

1. Assignments, both in written and in other forms, are a normal aspect of the examination process for modules offered by the Department of History. The Department will at its discretion set specific deadlines for the submission of such assignments.
2. Students are required to submit assignments by the due deadline set by the Department, using the submission procedure specified for that assignment.
3. The Department may at its discretion and for good cause sanction a one-week extension to individual students, provided that in advance of the deadline the student submits a written request (by e-mail or letter) for such an extension and that this extension is agreed in writing (by e-mail or letter).
4. On a discretionary basis, the department may allow further extensions. In such cases students will normally be required to present a medical certificate or other evidence of a compelling reason for late submission. Again, this must be agreed in writing.
5. In the first instance, students seeking an extension shall contact the staff member who is convenor of the relevant module. On submission, the written authority for an extension shall be attached to any such late assignments.
6. Where an extension has not been agreed in advance, or where a student submits an essay after agreed extensions have expired, the Department may impose a penalty for late submission. For each day that elapses between the expiration of the deadline and the receipt of the work by the Department, 2 percentage points will normally be deducted from the student's mark for that assignment.
7. Extensions will not normally be granted for extended essays or dissertations, whether for lecture modules, colloquia or seminar courses. Extended essays or dissertations for such modules that are received late may attract a mark of zero.
8. Assignments must be submitted in sufficient time to allow them to be marked in accordance with Departmental, Faculty and University deadlines for the return of marks. Assignments that are not submitted sufficiently in advance of these deadlines may not be accepted for marking.