

Penalty for Late Submission of Coursework

Unless specified to the contrary, this policy will apply to coursework in the following course units:

CHEM10520/1 and CHEM20500 Transferable Skills for Chemists
CHEM21811 Forensic Science
CHEM30600 BSc Projects and Labs
CHEM30650 MChem Group Projects
CHEM40610 Patent Law Project
CHEM41600 MChem Year 4 Project Report

Students should take note of the deadline set for the submission of a report, essay or other course work and are responsible for contacting the appropriate member of staff if they are uncertain about the deadline.

The penalty for late submission is as follows.

Work handed in late will be marked normally and the mark then **reduced by 10% of the awarded mark for each working day or part of day late**. Thus, for example, if the deadline for a piece of work is a Monday and it is submitted on the following Wednesday it will be marked normally on receipt. If the mark initially awarded was 60%, this mark will be reduced by 10% of the mark for each day late i.e. 2 working days late @ 6% per day means the recorded mark would be 48%. Marks will not be reduced below 40% if submitted within one week of the deadline. **Any work handed in later than one week after the published deadline will automatically receive zero.**

If you believe you have a legitimate reason for handing in work late (e.g. illness) you must apply for an extension. Any applications must normally be made **before the published deadline** and you will be expected to supply some supporting documentation (e.g. doctor's note). Computing problems are not normally accepted as an excuse for late submission.

The only person who can give permission for late submission will be the course unit convenor or Director of Undergraduate Studies. A special circumstances form B – late submission of work – must be completed and submitted to the Education Office.

SPECIAL CIRCUMSTANCES FORM B – EXTENSION REQUEST

Special Circumstances are **unforeseen** or **unexpected** personal or medical circumstances which might adversely affect your performance and/or prevent you from completing an assessment. You should only present a case to the Special Circumstances Committee if you consider it **serious enough**, and the **timing critical**, to have affected your performance in your assessed work and examinations.

You will be expected to attach some **supporting documentation** in the form of medical notes, death certificates, counselling services letters, or letters/notes from other professional bodies to support your application. You should include full information outlining the circumstances and full details of all periods that this submission is to take into account.

The form and documentation should be submitted to the Education Office, Room G.020 by the relevant deadline. It is essential that you inform us of any special circumstances and make an application for an extension **BEFORE** the due date for that piece of work. Applications submitted after the due date must have a good reason for this.

ID Number _____ Lastname _____ Forename _____

Degree Programme _____ Year 1st 2nd 3rd 4th

I would like the School to consider my application for the following: (continue overleaf as necessary)

Period affected: from _____ to _____

Are your circumstances: Medical Personal Other

Supporting documentation: _____ is this Supplied To follow

Course Unit Details

Course Unit Code/Name	
Title of piece of work	
Due Date	

Signature _____

Date _____

Academic Permission Approved Not approved

New date for submission _____

Print Name _____ Signed _____

