

Submission of Coursework (2018/19)

<p>Purpose</p>	<p>This document provides the policy framework for the University's Submission of Coursework Policy.</p> <p>The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission date. Therefore, this policy outlines the following:</p> <ul style="list-style-type: none"> • No individual extensions are permitted under any circumstances¹ ²; • Standard 30% deduction from the mark awarded (maximum of five working days). For example, if the awarded mark for coursework is 65, and is submitted late, then the following deduction will be applied: <ul style="list-style-type: none"> ○ $65 \times 0.7 = 45.5$ ○ Mark for that piece of coursework would be 45.5 <p>This policy is intended to ensure equity and fairness for all students.</p>			
<p>Scope</p>	<p>The policy applies to all Heriot-Watt University taught students from the start of Academic Year 2018/19.</p> <p>Coursework is defined 'as work carried out by students which constitutes, or contributes towards, their overall grade for a course but which is assessed separately from written examinations³. This includes undergraduate and postgraduate taught dissertations'.</p>			
<p>Policy Statement</p>	<p>It is the responsibility of the School to document, prior to the start of teaching, the following on the Vision Course Homepage:</p> <table border="1" data-bbox="506 1220 1373 1247"> <tr> <td>Date issued</td> <td>Assessment submission deadline</td> <td>When feedback will be issued</td> </tr> </table> <p>Each School will ensure that coursework deadlines are coordinated to ensure workloads are manageable for students.</p> <p>In light of this, it is therefore the responsibility of the student to work professionally and work towards submitting all assessed coursework by the submission deadline.</p> <p>In the case where a student submits coursework up to five working days late, and the student has valid mitigating circumstances, the mitigating circumstances policy will apply and appropriate mitigation will be applied.</p>	Date issued	Assessment submission deadline	When feedback will be issued
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¹ Individual reasonable adjustments (coursework) must be considered. Outside of previously agreed reasonable adjustments, students must follow the coursework deadlines of each course.

² There is an exemption for course coordinators who decide to give an extension to an entire class in exceptional circumstances.

³ Midterm class-based tests, webtests, presentations or other-time limited activities are exempt from this policy.

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	<p>Formative feedback will be provided on all coursework submitted up to five working days late.</p> <p>Any coursework submitted after five working days of the set submission date shall be automatically awarded a <i>no grade</i> with no formative feedback provided. Students should manage their workload to avoid being in this situation.</p> <p>There will be no extensions granted to coursework (this includes undergraduate and postgraduate taught dissertations).</p> <p>Coursework which is submitted late shall be <i>flagged</i> as being late by appropriate colleagues involved in the assessment and recording of marks and grades.</p> <p>It is important that students have appropriate information on how to apply for the following if they are unable to submit their coursework on time:</p> <ul style="list-style-type: none"> • Temporary Suspension of Studies • Mitigating Circumstances <p>This policy is intended to ensure equity and fairness for all students.</p>
Implementation	<p>It is the responsibility of the School to:</p> <ul style="list-style-type: none"> • Ensure that coursework submission deadlines are available at the start of each academic semester. These deadlines must, wherever possible, remain fixed and only altered with the permission of the Director of Learning and Teaching. Such changes must be clearly communicated to students in line with the expectations of this policy; • Emphasise implications of the submission of coursework policy at all campuses; • <i>Flag</i> coursework which has been submitted late to colleagues involved in the assessment and recording of marks and grades. • Offer guidance and support to students on all available options should they be unable to submit their coursework on time. <p>Notably:</p> <ul style="list-style-type: none"> - Temporary Suspension of Studies; - Mitigating Circumstances. <p>It is the responsibility of the Registry Services Directorate to:</p> <ul style="list-style-type: none"> • Emphasise implications of the late submission of coursework policy and other available options to students clearly through a variety of communication channels across all campuses. <p>It is the responsibility of the Student Learning Experience Committee to:</p> <ul style="list-style-type: none"> • Annually monitor the effectiveness of the policy and process by reviewing statistics, engaging with relevant students and colleagues and to take forward any enhancements to the process.