Purpose and Summary of Policy

This document provides the policy framework for the University’s Submission of Coursework Policy, which has been in place since 2018/19. A revised version has been introduced from 2022/23.

The University recognises that, on occasion, students may be unable to submit coursework, including projects and dissertations, by the specified submission date. Therefore, this policy specifies:

- No individual extensions are permitted under any circumstances;
- 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:
  - 65 x 0.7 = 45.5
  - Mark for that piece of coursework would be 45.5;
- 0 F to be awarded for coursework submitted after five working days unless there are approved mitigating circumstances.

This policy is intended to ensure equity and fairness for all students on taught programmes across all modes and locations.

This policy should be read in conjunction with the University’s Feedback on Coursework Policy.

Scope

The policy applies to all Heriot-Watt University taught students (undergraduate and postgraduate) across all modes and locations from the start of academic year 2018/19; this revised version is applicable from AY 2022/23.

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 examinations. This includes undergraduate and postgraduate taught dissertations and projects as well as timed, online coursework (known as “take home exams” during the pandemic).’

Examples of coursework are provided in Types of Assessment in 2022/23: Policy and Administrative Definitions.

See final section on exemptions from this policy.

Policy and Supporting Procedures

The following policy and procedures support the implementation of the above summary of policy statement.

---

1 Individual reasonable adjustments (coursework) must be considered in collaboration with the Disability Service within Student Wellbeing Service. Extensions are not automatically applied for all students with reasonable adjustments. Following a discussion between a student and the Disability Advisor, an “extension to deadlines justification” will be added to their record, indicating that an extension might be required. The student will then request an extension with justification on a case-by-case basis with each lecturer. One week is the recommended extension timeframe. Students are discouraged from continually requesting extensions; rather, the Disability Advisors will work with students on developing their organisational and time management skills.

2 There is an exemption for Course Leaders who may opt to give an extension to an entire class in exceptional circumstances; this includes circumstances in which the University has invoked Regulation A10: Authorities in Exceptional Circumstances.
1) It is the responsibility of the School to document, prior to the start of teaching, the following on the Canvas Course page, and elsewhere as appropriate, for both formative (not credit-rated) and summative (contributes to the final mark/grade) coursework:

<table>
<thead>
<tr>
<th>Date issued</th>
<th>Assessment submission deadline</th>
<th>Format of Submission</th>
<th>When and how feedback will be returned</th>
<th>Format of feedback</th>
</tr>
</thead>
</table>

2) Schools should ensure that all students receive/have access to a published calendar of assessment deadlines for all their courses each semester.

3) Coursework can be scheduled throughout Teaching Weeks (Schools’ responsibility) and for submission during the Exam and Assessment Diets (Schools’ responsibility) [Timed, Online Coursework which is intended for completion during the Exam and Assessment Diets must be managed by RAS (RAS’ responsibility); see summary paper *Exams and Timed Online Coursework held in the Exams and Assessment Diets in 2022/23*].

4) Schools should ensure that coursework deadlines are set during weekdays only and at a time which is fair and equitable for each campus/timezone.

5) Schools should set coursework deadlines which allow the “up to five working days” principle to be applied. In such circumstances, consideration should be given to coursework deadlines being set in the final week of the Exams and Assessment Diets, eg will the School permit the coursework to be submitted late in the first week of teaching after the associated break? In revising this policy for 2022/23, the Learning and Teaching Academic Year Group recommended that coursework deadlines be set at least six working days before the end of the Exams and Assessment Diet; however, the need to avoid bunching and clashing of deadlines was also recognised and it was agreed that Schools should seek to manage this in an appropriate way.

6) Schools should ensure that students are made fully aware of instances when there are multiple forms of assessment in the Exams and Assessment Diet, eg deadlines for coursework, in-person exams and timed, online coursework (latter known as “take home exams” during the pandemic; this phrase has now been discontinued).

7) It should be highlighted to students that it is part of their professional and personal development, and a key time management skill, to be able to manage conflicting deadlines, and that they should accordingly plan and prioritise their time and workload.

8) Each School will ensure that coursework deadlines are coordinated and the volume of assessment is appropriate to the course learning outcomes and the notional student effort hours so that workloads and deadlines are manageable for students. In light of this, it is then the responsibility of the student to work professionally and plan their time accordingly to ensure that all assessed coursework is submitted by the submission deadline. School should ensure that students are made fully aware of their responsibilities in this respect.

9) 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. Students are encouraged to apply for mitigating circumstances if they think that they will be late in submitting their coursework due to circumstances outwith their control. Where circumstances will result, or have resulted, in a deadline being missed, students should apply for this to be considered under the *Mitigating Circumstances Policy*.

10) Feedback will be provided on all coursework submitted up to five working days late. Any coursework submitted after five working days of the set submission date shall be automatically awarded a 0 F, with no feedback provided. Schools should emphasise to students the importance of being able to manage their workload to avoid being in this situation.

11) There will be no extensions granted to coursework (this includes projects and dissertations on both undergraduate and postgraduate taught programmes).

12) Coursework which is submitted late shall be flagged as being late by appropriate colleagues involved in the assessment and recording of marks and grades.

13) 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:
   - Temporary Suspension of Studies
   - Mitigating Circumstances
Implementation

It is the responsibility of each School to:

- Ensure that coursework submission deadlines are co-ordinated and available to students at the start of each academic semester (in the Academic Management Structures, the co-ordination of coursework deadlines across the semester is detailed as being the responsibility of the Year Co-ordinator in collaboration with the programme team). 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 and across all modes;
- Flag 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. Notably:
  - Temporary Suspension of Studies;
  - Mitigating Circumstances.

It is the responsibility of the Registry and Academic Support Directorate to:
- 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, partnerships and online provision.

It is the responsibility of the Learning and Teaching Academic Year Group to:
- Monitor annually the effectiveness of the policy and process by reviewing statistics, engaging with student representatives and colleagues and to take forward any enhancements to the process;
- Review the policy on a five-yearly basis;
- Submit any changes to the policy for consideration and approval to the University Committee for Learning and Teaching.

Exemptions: Time-Limited Coursework

Midterm class-based tests, web tests, presentations, timed online coursework (former “take home exams”) and other time limited activities are exempt from this policy.

Further information on the procedures to be followed in the event of non-submission or late submission of time-limited assessments can be found in the summary paper Submission of Coursework Policy in 2022/23, specifically in the section on Timed, Online Coursework held in Exams + Assessment Diet and Webtests/Class tests.

Further information on Timed, Online Coursework (formerly known during the pandemic as “take home exams”) can be found in the summary paper Exams and Timed Online Coursework held in the Exams and Assessment Diets in 2022/23.

Approved by the University Committee for Learning and Teaching, 9 May 2018; approved by the Senate, 6 June 2018. Revised version approved by the UCLT, 27 July 2022, and endorsed by the LTAYG, 13 July 2022.