

Section 6: Programme-related matters

Penalties for late submission for Postgraduate Flexible, Post-Experience and Apprenticeship programmes

Introduction

1. This policy applies to Postgraduate Flexible and other Post-Experience programmes in the Henley Business School, including the MBA and Army Higher Education Pathway (AHEP), and to Apprenticeship programme. The current portfolio of programmes that this policy pertains to can be detailed in the [Post-Experience Programme list](#).
2. Postgraduate Flexible programmes are those postgraduate programmes which are not delivered over a set time period in order to allow students some flexibility in their pattern of study (see [University Credit and Qualifications Framework](#)). Such programmes are normally professional programmes for students in full-time employment.
3. Penalties for late submission and the associated procedures which apply to other programmes are specified in the [Penalties for late submission \(excluding Postgraduate Flexible, Post-experience and Apprenticeship programmes\)](#).

Penalties

4. In the case of modules on programmes within the remit of this policy, the following penalties for work submitted late will normally apply:
 - where the piece of work is submitted up to 30 calendar days after the original deadline (or any formally agreed extension to the deadline): 10% of the total marks available for that piece of work will be deducted from the mark (see examples below);
 - the mark awarded due to the imposition of the penalty shall not fall below the threshold pass mark, namely 40% in the case of modules at Levels 4-6 (i.e. undergraduate modules for Parts 1-3) and 50% in the case of Level 7 modules offered as part of an Integrated Masters or taught postgraduate degree programme;
 - where the piece of work is awarded a mark below the threshold pass mark prior to any penalty being imposed, and is submitted up to 30 calendar days after the original deadline (or any formally agreed extension to the deadline), no penalty shall be imposed;
 - where the piece of work is submitted more than 30 calendar days after the original deadline (or any formally agreed extension to the deadline): a mark of zero will be recorded.

Assessments marked Pass/Fail

- where the piece of work is submitted within 30 calendar days of the deadline (or any formally agreed extension of the deadline): no penalty will be applied;

- where the piece of work is submitted more than 30 calendar days after the original deadline (or any formally agreed extension of the deadline): a grade of Fail will be awarded
- 5. Where the work submitted late is a piece of groupwork submitted on behalf of the whole group, the penalty will apply to all members of the group. Individual contributions to groupwork submitted separately by each member will be subject to a late penalty only for the individual contributions that are late.
- 6. The Support Centres/Henley Helpdesk are responsible for the application of penalties for work submitted late.
- 7. The period of 30 calendar days during which a penalty of 10% applies is fixed; in the event that a public/national holiday or University closure day falls within those 30 calendar days, the period is **not** extended.
- 8. The relevant module descriptions and Programme Handbook should clearly indicate whether the University's standard penalties or the penalties for Postgraduate Flexible, Post-Experience and Apprenticeship programmes apply.
- 9. Where a module is available to students on both Postgraduate Flexible/Post-Experience/Apprenticeship programmes and other Full-time/Part-time programmes, the relevant Board of Studies and Student Experience or School Director of Teaching and Learning (SDTL) shall specify whether the above penalties or the University's standard penalties apply. This information must be specified in the module description and drawn to the attention of all students.
- 10. It should be noted that the University allows extensions to part-time and distance-learning students in full-time employment who have experienced an increase in their workload due to circumstances beyond their control or have been required by their employer or client to work through normal periods available for study and/or assessment.**

For more information, please refer to the [Assessment Adjustments Policy](#), or [Policy on and procedures relating to exceptional circumstances for Post-Experience Programmes in the Henley Business School](#) (the Programme Handbook will indicate which policy applies).

Variants

- 11. Where there is good pedagogic reason, a variant from the above penalties in relation to one or more modules may be approved at the School level by the Board of Studies and Student Experience.
- 12. Students are advised that it is preferable to submit work in an unfinished state rather than to fail to submit any work.

Resubmission of previously submitted coursework

- 13. A student will not normally be allowed to submit amended coursework after the deadline when they have already submitted before the deadline, unless this has been permitted as part of the exceptional circumstances procedures. In other cases the School Director of Teaching and Learning can allow such resubmissions only if the wrong work was submitted prior to the deadline, such as work for a different assessment. In such cases the usual late penalty will apply to the resubmitted work. It is a student's responsibility to ensure that they submit the correct and complete version of their work before the stated deadline.

Provision of Feedback

Work submitted late with an extension

14. Any coursework which is granted an extended deadline through the Exceptional Circumstances process will normally be given feedback and marks within a 15-working day period to run from the amended submission date. Any variation from this will require a case for an exemption to be made by the module convenor to the SDTL.
15. The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Work submitted late without an extension

16. Any coursework which is submitted late and without an authorised extension, or is submitted later than any granted extension, shall receive feedback even if a mark of zero is returned. However, this type of coursework will not fall within the requirements for feedback and marks to be provided within 15 working days. The deadline by which feedback should be provided to the student shall be agreed by the module convenor and the SDTL.
17. The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Deadlines for submission

18. Schools and Programme Areas are encouraged to give full consideration to the timing of deadlines. Deadlines should specify a date, time and time zone; for example, Thursday 8 February 2024 at 12 noon (GMT).

Worked examples of application of penalties

19. The application of the penalties is illustrated in the following examples.

Examples A and B – Penalties for coursework of a passing standard

20. **Example A** – A piece of coursework contributing 50% of a 20-credit Masters (Level 7) module. The piece of work is marked out of 100 and has been marked as 65. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Mark for assignment
On time (e.g. 5 May at 17.00)	0%	0	65
Late, but within 30 calendar days (e.g. between 5 May, after 17.00, and 4 June up to 17.00)	10%	10	55
Late by more than 30 calendar days	Mark of 0	Mark of 0	0

21. **Example B** – A piece of coursework contributing 25% of a 20-credit Part 2 module. The piece of work is marked out of 100 and has been marked as 48. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Mark for assignment
On time (e.g. 5 May at 17.00)	0%	0	48
Late, but within 30 calendar days (e.g. between 5 May, after 17.00, and 4 June up to 17.00pm)	10%	10	Capped at 40
Late by more than 30 calendar days	Mark of 0	Mark of 0	0

Example C – Penalties for coursework not of a passing standard

22. A piece of coursework contributing 40% of a 40-credit Part 3 module. The piece of work is marked out of 100 and has been marked as 37. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Mark for assignment
On time (e.g. 5 May at 17.00)	0%	0	37
Late, but within 30 calendar days (e.g. between 5 May, after 17.00, and 4 June up to 17.00)	0%	0	37
Late by more than 30 calendar days	Mark of 0	Mark of 0	0

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1.2	CQSD	RJS	3 years	UBTLSE	01/07/25	2025/26	01/03/2028