

Section 6: Programme-related matters

Penalties for late submission for Postgraduate Flexible programmes

[Approved by the University Board for Teaching and Learning on 14 July 2015.]

This policy applies only to Postgraduate Flexible programmes. Penalties for late submission and the associated procedures which apply to other programmes are specified in 'Penalties for late submission (excluding Postgraduate Flexible programmes)' (www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/penaltiesforlatesubmission.pdf).

Effective date: *The policy applies to cohorts entering in Autumn Term 2015 or may be applied retrospectively for good reason, provided students/programme members are not thereby disadvantaged.*

Introduction

1. 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 (www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/ucqf.pdf)). Such programmes are normally professional programmes for students in full-time employment.

Penalties

2. In the case of modules on Postgraduate Flexible programmes, the following penalties for work submitted late will normally apply:
 - where the piece of work is submitted up to one calendar month 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 example below);
 - where the piece of work is submitted more than one calendar month 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 one calendar month 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 one calendar month after the original deadline (or any formally agreed extension of the deadline): a grade of Fail will be awarded

Groupwork

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.

3. The Module Convener is responsible for the application of penalties for work submitted late.

4. The period of one calendar month during which a penalty of 10% applies is fixed; in the event that a public/national holiday or University closure day falls within the calendar month, the period of one calendar month is not extended.
5. The relevant module descriptions and Programme Handbook should clearly indicate whether the University's standard penalties or the penalties for Postgraduate Flexible programmes apply.
6. Where a module is available to students on both Postgraduate Flexible programmes and Full-time/Part-time programmes, the relevant Board of Studies 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.
7. **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 beyond their control or have been required to work through normal periods available for study and/or assessment.**
8. The University's policy on exceptional circumstances is available at: www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/exceptional-circumstances.pdf
9. The exceptional circumstances form is available via the RISIS Portal - http://www.risisweb.reading.ac.uk/si/sits.urd/run/siw_lgn

Variants

10. Where there is good pedagogic reason, a variant from the above penalty in relation to one or more modules may be approved at the School level by the Board of Studies and Student Experience.
11. Students are informed in the *Guide to Assessment for Taught Postgraduate Students* that it is advisable to submit work in an unfinished state rather than to fail to submit any work.

Resubmission of previously submitted coursework

12. 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

13. Any coursework which is granted an extended deadline through the Extenuating 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.
14. The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Work submitted late without an extension

15. 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.
16. The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Deadlines for submission

17. 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 20 November 2015 at 12 noon (GMT).

Example of application of penalties

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

Example A

19. 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 5.00pm)	0%	0	65
Late, but within a calendar month (e.g. between 5 May, after 5.00pm, and 5 June up to 5.00pm)	10%	10	55
Late by more than a calendar month	Mark of 0	Mark of 0	0

Example B

20. The piece of work is marked out of 50 and has been marked as 43. 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 5.00pm)	0%	0	43
Late, but within a calendar month (e.g. between 5 May, after 5.00pm, and 5 June up to 5.00pm)	10%	5	38
Late by more than a calendar month	Mark of 0	Mark of 0	0