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**SGUL Late Submission Policy for Assignments**

**(Approved by Senate 14.06.2023; operational from 2023-24 onwards)**

This policy applies to **all** students following programmes of study leading to a St George’s, University of London award. For programmes run through an institutional agreement with another institution, this policy applies to the modules taught and assessed by SGUL.

1. **Assignment submission deadline**

An assignment deadline is the specified date and time by which a student assignment should be submitted to the University. Assignment deadlines are set by the University for the student. An assignment deadline is stipulated in module/course handbooks and advised to students at the time the assignment is set.

1. **Reasons for imposing a submission deadline**

Adhering to agreed and stipulated submission deadlines is a skill which students are expected to develop and demonstrate. Submitting an academic paper or a funding application requires an adherence to deadlines. There are also many non-academic contexts where submission deadlines are applied to a process.

Specific reasons for having deadlines:

**From the university perspective**:

* To manage the sequencing of course delivery effectively
* To manage progression of students through a programme
* To manage individual students and cohorts fairly
* To manage student and staff workloads across the academic demands of the programme
* To educate students on professionalism and prepare them for the wider world where deadlines apply, eg for research publications, research funding, UCAS, school applications, job applications, mortgage applications, etc
* To train students on the professional requirements of the professions they may enter following graduation

**From the student perspective**:

* To allow a student to take control of their work, including planning and prioritisation
* To make achievement of student goals more manageable
* To instil time management skills

1. **Policy principles**

The policy is devised to be:

* Fair to students - individuals and cohorts – and provide parity of student experience
* Transparent and easy to communicate to students
* Workable for staff – academics & administrators
* Consistent across programmes
* Mindful of EDI considerations

1. **The policy**

| **Time late** | **Penalty applied** | **Calculation** |
| --- | --- | --- |
| ≤ 48 hours | 10%age points deduction | Deduction of 10%age points:  Mark of 68% → 68 - 10 = 58% |
| > 48 hours | 0 marks awarded |  |

1. **Application of the policy**

|  | **Area** | **Operation** |
| --- | --- | --- |
| 1 | Calculation of the 10%age points deduction  *(The deduction is described as %age points to ensure correct application of the penalty for assignments not marked out of 100)* | * Calculated as a deduction of **%age points** (not a % of original mark)   **Example:**  Mark of 60% → 60 - 10 = 50%  *[Not: 10% of 60 = 6, so final mark is 60 - 6 = 54%]*   * Deduction will be applied only down to the pass mark (so deduction may be <10%)   **Example:**  Mark of 49% → 40% (UG)  Mark of 57% → 50% (PGT) |
| 2 | Calendar days v working days | The 48 hours is counted “straight” ie as 2 calendar days. |
| 3 | Where the deduction is calculated | **Outside** SITS eg in a spreadsheet, managed at programme level  The assessment mark input to SITS is the final mark, that is the final mark *after* any deduction/penalty has been applied. |
| 4 | Pass/Fail only assignments | > deadline – Fail awarded  *The 48 hour deduction window is NOT applicable to P/F only assignments. If a P/F only assignment is submitted after the published deadline, a fail is awarded.* |
| 5 | SITS | A SITS flag is to be inserted against the mark recorded on SITS:  **PL - Pass Late**  **FL – Fail Late** |
| 6 | Assignment types to which system is applied | **All** types of summative assessment submitted via Canvas or physically *(any assessments done under exam conditions are not included)*  The only summative assessments to which this policy does ***not*** apply are **practice assessments, for all programmes,** eg:   * Placement sign-offs * Competency documents eg PADs, DOPS |
| 7 | Programmes to which system is applied | **All** programmes – FHEQ Levels 4-7, modular and non-modular |
| 8 | Canvas | 1. The “due” and “until” dates set up on Canvas for assignments will be set to accommodate this policy, as follows:    * + Assignments awarded a numerical mark: “due” date is set at the published deadline; “until” date is set at 48 hrs after the published deadline;      + Assignments marked Pass or Fail only: “due” date and “until” date are both set at the published deadline. 2. It is the final submission made to Canvas that will be taken to be the student’s submission for marking purposes, as follows:    * Assignments awarded a numerical mark: it is the final submission made, regardless of whether it is made before the deadline or during the 48 hrs immediately after the deadline;    * Assignments marked Pass or Fail only: it is the final submission made before the deadline 3. The timescales for providing feedback to students are in accordance with the Assessment Feedback Policy. 4. Assignments not submitted by the “until” date are awarded a mark of 0 (or a fail in the case of P/F only assignments) and receive no feedback. |
| 9 | Link to Extenuating Circumstances Policy | 1. Students should apply under the extenuating circumstances policy if they believe they have circumstances that meet the extenuating circumstances criteria, and have:   **Either**   * Failed to submit by the published deadline, and are unwilling to “take the hit” of a 10%age point deduction   **Or**   * Failed to submit before the end of the 48 hour window after the published deadline  1. The extenuating circumstances policy trumps the late submission policy ie if an extenuating circumstances application is submitted after the assignment deadline, and the assignment is submitted, the student is awarded the original mark with no % deduction applied, if the exceptional circumstances are approved   **Example:**   * Student A submits within 48 hours late of published deadline: Mark of 60% → 60 - 10 = 50% * Student A then submits ECs application after assignment deadline. If they are accepted: Mark of 60% stands. |
| 10 | Submission that is awarded a fail that is submitted late | ≤ 48 hours late – no late penalty applied, original fail mark stands  > 48 hours late – 0 awarded |
| 11 | **Re**submissions (attempt 2 or attempt 3) that are submitted late | ≤ 48 hours late – no late penalty applied:   * Pass standard assignment - capped at pass mark * Fail standard assignment - fail mark stands   > 48 hours late – 0 awarded |
| 12 | Variations and derogations from the policy | Requests made by the Course Director are considered by a subgroup of QAEC comprising:   1. The Chair of QAEC 2. The Deputy Vice-Chancellor (Education) 3. The Head of Centre for Innovation and Development in Education 4. Director of Quality and Partnerships |

1. **Specific guidance for any particular assignment on late submission deadlines**

For each assignment, specific guidance, as required, will be outlined in the relevant module handbook. Students requiring additional clarification should seek this from the Module Leader.

1. **Verifying the time of submission**

The date and time of submission are as recorded by Canvas, or by any other receipting mechanism used for physical submissions.

1. **Student support**

Support for students is available on eg time management and exceptional circumstances. The Registry sign-posts students, as appropriate.

Students who miss submission deadlines or repeatedly use the 48-hour late penalty, will be monitored by the academic programme team to ensure any welfare issues are picked up and the students provided with appropriate support.

1. **Removal of late penalty**

Students who believe they have valid extenuating circumstances that prevented them from submitting an assignment by the deadline are directed to:

For programmes participating in the pilot of the new Extenuating Circumstances Policy process in 2023-24: [Guidance and FAQs (sharepoint.com)](https://sgul365.sharepoint.com/sites/ExtenuatingCircumstances/SitePages/Guidance-and-FAQs.aspx), section 7.

For programmes not participating in the pilot of the new Extenuating Circumstances Policy process in 2023-24: [Mitigating Circumstances Guidance 2022-3 110324 (sgul.ac.uk)](https://www.sgul.ac.uk/for-students/your-academic-life/exams/documents/General-Documents/Mitigating-Circumstances-Guidance-2022-3-110324.pdf), section 27.

Should an application under either of the above processes be rejected, students have the right to submit an appeal against the decision, in accordance with section 6 of the Academic Appeals procedure [Academic Appeals Procedure 202324 (sgul.ac.uk)](https://www.sgul.ac.uk/for-students/your-academic-life/student-conduct-and-compliance/documents/Academic-Appeals-Procedure-202324.pdf).

Overall responsibility for policy: QAEC (final version approved 25/07/23, updated 12/04/24)

Operational responsibility for policy: Academic Registrar

Review Date: July 2024 - one year following implementation