Department for Continuing Education

Policy on Late Submission

Preamble

This document sets out the Department’s policy for students who request permission to submit work late without incurring an academic penalty. The policy aims to be clear, consistent, and equitable and to permit a timely resolution. The policy is closely aligned to the principles applied by the Proctors to students elsewhere in the University. It applies to all the Department’s students and all work submitted, excepting only dissertations submitted by Master’s level students.¹

Policy

1. Late Submission

The default position is that deadlines for coursework must be adhered to.

Students may apply for permission to submit late in circumstances where reasonable plans to study and to write an assignment have been affected such that they will not have an equitable amount of time to complete this before the deadline. Permission to submit late will not be granted where a student simply seeks more time to finalise their work.

The Proctors have delegated to the Department the authority to grant permission to submit late where valid reason can be shown.

2. Applying for Permission to submit late

Applications must be made via MASS or by hard copy if the course operates in that way.

Students may request permission to submit late either in advance of the deadline or after it has passed. They are required to explain the circumstances that gave rise to the request and how they impacted on their ability to submit the work on time.

Supporting evidence will be required

i. From a doctor, if illness lasting more than seven days is the reason for the request, or

ii. From an employer, if changes in working circumstances are the reason for the request and the request is to submit the work more than seven days after the deadline.

¹ Students needing permission to submit late in respect of a dissertation must apply to the Proctors via their college in advance of the deadline
Where an unforeseen event has a very material impact, students may be better served by requesting to suspend from the course.

3. Timing of application

Applications for permission to submit late must normally be made not more than three weeks before the deadline and, to be sure of a response before the deadline, at least five days before the deadline. Where a request is made closer than five days to the deadline the student may not receive a response by the deadline. Until a response has been received, the student should presume permission to submit late without a penalty will not be granted.

Permission to submit late may be requested after the deadline has passed. The request may accompany the submission or may be made up to seven days after the submission, up to a maximum of 21 days after the deadline. Where 21 days have passed after the deadline and neither the work nor an application to submit late has been received, decisions will be taken as below under paragraph 6.

4. Impact on study plans

Students requesting permission to submit late for a number of assignments should be aware that the cumulative effect may make their workload difficult to manage and impact on their ability to follow the course timetable as it has been designed. This may lead to them failing the course. Students with circumstances putting them in this situation are strongly advised to discuss with their Course Director whether they should request a suspension.

5. Let Submission Fee

Work submitted late without permission may be subject to a late submission fee. The current fee can be found on the University website at: http://www.ox.ac.uk/students/fees-funding/fees/liability/other-charges

6. Mark deductions

Where a request to submit late is not granted or work is submitted late without a request being made, marks will be deducted as follows:

i. Up to 24 hours late, loss of 5% of the mark awarded;
ii. Between 1 and 7 days late, loss of 10% of the mark awarded;
iii. Between 8 and 14 days late, loss of 20% of the mark awarded;
iv. More than 14 days late, work may be disallowed.

7. Impact of mark deductions on overall award
As a general principle, a mark penalty for late submission does not in itself lead to the work being failed. The reduced mark will however appear against that item of assessment on the transcript and will carry through into any further marks calculations.

As a second principle, resubmission is neither required nor permitted where the mark awarded before any penalty applied (the mark awarded on ‘academic merit’) meets or exceeds the pass mark.

The detailed impact will vary according to the requirements for a pass in a course and is explained in the Procedures for Mark Deductions and in the examination conventions for each course.

8. Impact of failure to submit work within 14 days

Where work is submitted more than 14 days after the deadline, the impact will vary according to factors including whether a request to submit late was made, if so, whether it was accepted, and whether any unfair academic advantage may have accrued. The outcome may be that the work is accepted without a penalty, or it may be accepted as a Fail and resubmission permitted, or the student may be withdrawn from the course.

9. Appeal

Students have a right of appeal to the Proctors via the Director of the Department or, for matriculated students, their college, in respect of mark penalties or decisions made arising from failure to submit work. Appeals must be made within ten working days of the decision.

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