

UCD School of Sociology – Student Procedures Policies

1. Submission of Written Work

- 1.1 In general all written work must be submitted via your module's Blackboard site by 3pm on the deadline date. Exceptions to electronic submission will be indicated clearly in the module's course outline.
- 1.2 Module coordinators may also request that you submit a hard copy of your assignment to them directly. These are **not to be submitted** at the School Office.

2. Late Submissions

- 2.1 Coursework received at any time within two weeks of the due date will be graded, but a penalty will apply if no extension has been granted, or if a request for consideration of extenuating circumstances has not been approved.
- 2.2 Coursework submitted at any time up to one week after the due date will have the grade awarded reduced by two grade points (for example, from B- to C).
- 2.3 Coursework submitted more than one week but up to two weeks after the due date will have the grade reduced by four grade points (for example, from B- to D+).
- 2.4 Coursework received more than two weeks after the due date will not be accepted or graded.

3. Extensions

- 3.1 Requests for extensions will only be considered if submitted to the School Office on the School's 'Application Form for Late Submission of Coursework' *before the due date*. After the due date, you will need to submit an 'Extenuating Circumstances Form'. You may wish to see one of the School's Welfare Officers or the Postgraduate Administrator to discuss any continuing difficulties you may be having with your University work.
- 3.2 Requests for extensions due to sickness should be accompanied by supporting evidence such as a medical certificate.
- 3.3 If approved, no penalty will be applied to your mark. If declined, you will be informed by email.
- 3.4 Extensions will not be granted for pressures of work or competing academic commitments.

4. Extenuating circumstances

- 4.1 Long-standing illness or difficulties which prevent you from attending classes or completing required work should lead to withdrawal from the module. However, cases of short-term illness or misadventure which prevent you from sitting an examination or completing a particular assignment, or affect your performance in an examination or piece of written coursework, may provide a basis for special consideration of your academic work.
- 4.2 To apply for an extension on this basis or consideration of extenuating circumstances, you will need to submit an 'Extenuating Circumstances Form' to the School Office.
- 4.3 It is important that you provide information which allows your claim for extenuating circumstances to be considered by the School. You can be assured that the confidential nature of the information you provide will be respected, and the School undertakes to

disclose the information only to those academic and administrative staff involved in reviewing and managing claims for extenuating circumstances. However you should be aware that, if you are unable to provide information to substantiate your claim, the School will not be able to consider your claim for extenuating circumstances.

- 4.4 Claims for extenuating circumstances should be completed as close as possible to the time the circumstances occurred and to the assessment period concerned. The following deadline will normally apply:
- Examinations: normally not later than 5 days following the examination sitting;
 - Continuous Assessment: normally not later than 2 weeks after the work was due to be submitted:
- 4.5 If you are unable to meet these deadlines, you should contact the School Office (Undergraduate Students) or the Postgraduate Administrator (Postgraduate Students) as soon as is practicable for advice.

5. Assessment appeals

- 5.1 If you are dissatisfied with the way a piece of work has been assessed, you may lodge an appeal against the results of your assessment. Appeals must be lodged within 30 days of the result of the assessment being made available to you on the web or otherwise. For further information, and for the relevant forms, please contact the School Office or the Assessment Appeal Unit.
- 5.2 You must have adequate grounds for an appeal. The acceptable grounds may be summarised as:
- i) That there was 'substantive irregularity' in the conduct of the assessment. An irregularity might be, for example, a significant error in an exam paper or misleading directions given before or during the assessments.
 - ii) That you suffered from an illness or some personal or family trauma around the time of the assessment of which the examiners were unaware. The test that will be applied in assessing the merit of your appeal is whether your particular circumstances prevented you from performing in the assessment at the level of which you would normally be capable. The illness must be shown to have affected you in the assessment itself or in the period immediately leading up to it.
 - iii) That, on stated grounds, you believe the mark or grade awarded to be incorrect. An appeal on these grounds can only be made after you have contacted the school responsible for the assessment, inspected your script and seen how marks or grades were awarded.

When you are contemplating an appeal, it may be useful to discuss your results with the relevant examiners before proceeding. Please note, that appeals on the basis of GPAs will not be considered. Being close to a higher GPA is not a ground for appeal.

6. Plagiarism

- 6.1 It is **your responsibility** to ensure that you use appropriate sourcing and understand the University's policy on plagiarism:
http://www.ucd.ie/registry/academicsecretariat/plag_pol_proc.pdf.

6.2 **Plagiarism** and **recycling** are defined as follows:

Plagiarism means presenting another person's ideas, findings or work as one's own by copying or reproducing them without due acknowledgement of the source.

Recycling means the submission for assessment of one's own work, or of work which is substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Examples of plagiarism

Patricia Williams, in her book *The Alchemy of Race and Rights*, Virago, London, 1993 says on page 102:

"Affirmative action challenges many people who believe the truism that this is a free country. For people who don't believe that there is such a thing as institutional racism, statements alleging oppression sound like personal attacks, declarations of war."

If you read this and submitted work which reproduced, without sourcing to Williams, all or part of those sentences, it would be plagiarism. Changing word order, or substituting a few of your own words and still not sourcing the idea to the author is still plagiarism. So, for example, writing *"Affirmative action is challenging to the many people who believe the cliché that this is a free country. People who don't believe in institutional racism think that statements of oppression are declarations of war or personal attacks"* as if it is your own work, is plagiarism.

Consequences of plagiarism

If you engage in any of these forms of academic misconduct, the consequences to you range from

- receiving a poor mark which reflects the lack of originality and poor referencing of the work
- failing because you have not met the minimum standard required of written work in UCD or
- where there is evidence that you intended to deceive your examiner, referral of the matter to the Head of School. This may result in academic misconduct proceedings against you or disciplinary action by the Registrar, which may result in the following penalties which may be applied in whole or in part:
 - a. Re-submission, where the maximum grade awardable is D- or equivalent;
 - b. Exclusion from the module;
 - c. Exclusion from the programme.

In all cases, the decision will be recorded in a file kept by the Head of School.