



Application Form for Late Submission of Assessment

Requests for extensions of deadlines should be sought in advance of submission dates

This form should be submitted where a student knows that for good reason that a deadline cannot be met **IN ADVANCE** – it is expected that such requests will normally be the exception rather than the rule. The circumstances under which such a request would be considered are likely to be on the basis of a known extended period of absence from the University for serious personal and/or family reasons or where a student is representing their country or UCD.

Students **must** ensure that they are aware of the UCD Policy on Submission of Coursework (see page 3). Unless a piece of coursework is accompanied by a signed late submission form it will be subject to the conditions outlined in the attached Policy on Late submission.

STUDENTS MUST COMPLETE SECTIONS A & B

SECTION A

Student Name <i>(please print name)</i>	
Student Number	
Assessment component Type/Title <i>(e.g. essay/title)</i>	
Student contact information <i>(phone number/email address)</i>	
Module Code	
Module Title	
Module Co-ordinator	
Tutor (if applicable)	
Due Date of Assessment	

SECTION B

Requested new date for submission:
State reason for extension request
Student Signature:
Signed:..... Date:.....

Section C : overleaf

MODULE CO-ORDINATORS MUST COMPLETE SECTION C

SECTION C	
Permission granted <i>(please tick one)</i>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Penalty? <i>(please tick one, if yes state penalty to be applied. See paragraph 4 of Policy on Submission of Coursework)</i>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Agreed new submission date:	
Reason for decision/Comments, give details	
Module Co-ordinator Signature:	
Signed: Date:	

Procedures

Forms may be obtained from the School Office/Registrar's Office Website

Students must complete Sections A & B and at the request of the student. The Module Coordinator must complete Section C and return the form to the student. Students should return the completed form to the School Office, who should make a copy of the new submission date. Students should attach the original, completed form to the coursework before submission. (NB this form should be submitted **in addition to** the coursework submission form/School cover sheet, which contains a declaration of authorship).

Module coordinators may, on receipt of a student request for an extension to a submission deadline decide to:

- Refuse permission for extension, giving reasons; or
- Grant permission for extension with no penalty; or
- Grant permission for extension with a penalty, as guided by the Policy for late submission.



UCD POLICY ON SUBMISSION OF COURSEWORK
(Approved by Academic Council 13th October 2005)

1. The due date for each item of coursework must be clearly indicated to students.
2. Coursework must be delivered by hand to the School Office (or other location designated by the School) or submitted electronically via an approved system, no later than 3 p.m. on the due date. Coursework may of course be submitted in advance of the due date. Coursework should not be submitted directly to individual members staff, placed directly in staff post-boxes, or delivered to or deposited in any location other than that designated by the School.
3. Schools should establish a mechanism to confirm submission of coursework, such as a procedure where the student signs in the work, or is issued with a receipt.
4. Coursework received at any time within two weeks of the due date will be graded, but a penalty will apply.
 - a. 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) or, for assessments marked as a percentage, the mark reduced by 10 (for example, from 87% to 77%)
 - b. 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+) or, for assessments marked as a percentage, the mark reduced by 20 (for example, from 87% to 67%) Where a student finds they have missed a deadline for submission, they should be advised that they may use the remainder of the week to improve their submission without additional penalty.
5. Coursework received more than two weeks after the due date will not be accepted.
6. Where a School grades work and offers feedback to students within two weeks of submission, the School may decide not to accept work submitted after the feedback date, provided this is made clear to all students well in advance of the submission date.
7. Submission dates may be extended in exceptional circumstances; students must apply for an extension in writing to the School, using the standard University pro-forma and stating the reasons for seeking the extension.
8. Where coursework is submitted late due to unanticipated exceptional or extenuating circumstances, students must present an explanation to the School, using the standard University pro-forma. The School may, at their discretion, retrospectively award an extension in such cases.*

** please note there are separate guidelines, procedures and pro-forma for extenuating circumstances.*