

## LATE SUBMISSION OF COURSEWORK POLICY

### 1. Purpose

CUBS firmly upholds the principle of equity and that it is unfair for students to gain an unfair advantage by choosing to submit their work late. The purpose of this policy is to provide guidance on the submission of coursework for assessment.

### 2. Scope

This policy applies to all students who are undertaking taught modules in CUBS.

### 3. Submission of Coursework

The late submission process must be clearly communicated to students in advance of coursework deadlines.

#### 3.1. Students must be informed of the following for written assessment:

- The latest time and date for submission for each item of coursework.
- The acceptable mode of delivery (note: this should be electronic).
- The penalty for late submission (as prescribed in the Book of Modules).
- The nature and circumstances associated with some assessment instruments may make it not feasible to accept late coursework. This must be made clear to students in the specification of the assessment.

#### 3.2. Students must be informed of the following for time constrained assessments (e.g., interim exams, presentations)

- The date, time, and duration of the assessment
- The type of assessment (e.g., in-class/ take-home, written questions, MCQ, presentation etc)
- The penalty for missing the assessment (e.g., a mark of zero)
- Where a medical certificate includes the time of a missed test administered within a School/Department, the School/Department should set an alternative test, if possible. If an alternate test is not possible, the student should not be disadvantaged (e.g., the missed test is discounted in the overall module assessment).

### 4. Late Submission of Coursework

Where a student submits written coursework late, and has not secured approval for that late submission, then penalties as recorded in the Book of Modules will apply. Where a student does not participate in a time constrained assessment, and has not secured approval for same, then a mark of zero will apply.

### 5. Approved Late Submission of Coursework

On the occasion a student may not be able to meet a coursework deadline, local resolution is encouraged. The following procedure must be used to ensure appropriate decision making and record keeping. The local approval process is designed to be simple. Students must submit a '*Late submission of written coursework*' or a '*Permission for Absence from time constrained assessment*' form to their lecturer. Supporting documentation must be provided.

If a student is applying for three or more extensions at once, they should apply via their Programme Director(s) who can coordinate the application. If due to the nature of the application a student is unable to share their circumstances with a lecturer(s) (e.g., victim of crime) then they should apply via their Programme Director who can coordinate the application.

### 6. Grounds for Application:

Reason for Application	Details Needed	Supporting Documentation Needed
Illness, injury, accident, or hospitalisation	<i>Specify details</i>	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional, registered counsellor/ psychotherapist, or psychologist. (See UCC guidelines below)
Family illness	<i>Specify relationship</i> (e.g., parent)	Appropriate original supporting evidence must be supplied by a registered medical practitioner or other health professional
Bereavement	<i>Specify relationship</i> (e.g., parent/ guardian, grandparent, sibling, spouse, child, friend)	Appropriate supporting evidence must be supplied (e.g., RIP.ie notice)
Other personal circumstances <sup>3</sup>	<i>Specify circumstances</i> (e.g., court appearance, job interview, wedding of a sibling or other immediate family member, participation in a sporting/other event for UCC (for which you did not have sufficient prior notice to inform the module lecturer))	Appropriate original supporting evidence must be supplied.  Note: priority must be given to module assessment, and you must demonstrate your firm efforts to rearrange outside events/activities
Victim of Crime	<i>Specify details</i>	Supporting evidence must be provided by a member of An Garda Síochána/ the police.
Other	<i>Specify details</i>	Appropriate original supporting evidence should be supplied, if appropriate.

**Holidays or attendance at concerts, sports training etc. are not classified as exceptional circumstances.**

## 7. Application process:

- a) Applications for written coursework extensions must be made using the “CUBS Late Submission of Written Coursework” application form.
- b) Applications for time constrained assessment (e.g., in-class exams, presentations etc.) must be made using the “Permission for Absence from Time Constrained Assessment” application form.
- c) To submit the form
  - Section A and B of the relevant form must be completed in full.
  - Save the file as Student name, number, programme, programme year and module code. i.e., John Smith, 111333444, BScFin2, AC2111
  - Email the application form and supporting documentation to the module lecturer. **Note** if you receive an out-of-office reply then send the email to your Programme Administrator.

You should contact the relevant lecturer in advance of the assessment deadlines. Only in exceptional cases will late applications be considered.

- d) The application will be considered by the lecturer within three working days. The lecturer will send a completed signed copy of the form to the student and to [CUBSUGMedCerts@ucc.ie](mailto:CUBSUGMedCerts@ucc.ie) or [CUBSPGMedCerts@ucc.ie](mailto:CUBSPGMedCerts@ucc.ie) as relevant. CUBS will retain a record of all decisions made in accordance with GDPR guidelines.
- e) If the application is approved, a revised assessment date will be set and no penalty will be applied. An extension is typically one week.
- f) Only in exceptional circumstances will an extension be given for 2 weeks, e.g., where a med cert covers a 2-week period. In unique circumstances where a longer extension is needed, the lecturer will consult the Programme Director, before giving an extension. Consideration should be given to feedback timelines, other programme assignment submission dates etc.

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### What information should be included on a Medical Certificate?

As per page 12 of the UCC Guide to Exams

7.2.1 During the academic year, medical certificates should be submitted locally by students to the relevant School/Department. Each medical certificate, provided by a relevant professional medical practitioner, who must not be a first degree or second degree relative of the student, should:

- I. specify the name, address and MCRN number of the prescribing doctor
- II. identify the date of the examination/GP visit
- III. identify the date the certificate was issued
- IV. align directly with the date of the examination/assessment impacted
- V. verify the nature of the circumstance submitted by the student
- VI. specify the date of return to study or identify a chronic/on-going condition
- VII. state the impact on the student’s ability to attend for examination/submit the relevant programme assessment(s)
- VIII. be returned to the School/Department no later than TWO WEEKS after the date of examination/assessment deadline or approved assessment submission date.
- IX. be initialled and stamped on receipt in the School/Department, where the original is retained