POLICIES & PROCEDURES

HIGHER EDUCATION SUBMISSION OF COURSEWORK POLICY V3.0

Policy Owner: Head of Higher Education

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Date of Next Review: June 2027

Location: Gateway

CONTENTS

1.   Introduction

1.1   The College's Submission of Coursework Policy has been aligned to and meets the requirements of the revised UK Quality Code under Expectations for Standards and Quality. For further information, please click on the following link: https://www.qaa.ac.uk/quality-code

2.   Aim of the Policy

2.1   The aim of this policy is to provide guidance to staff and students in respect of how deadlines for submission of assessed work are set and met and what penalties will be applied for not meeting them. This policy also provides guidance in dealing with extenuating circumstances.

3.   Policy Statement

3.1   Students are encouraged to submit all assignment work on or before the date specified by the lecturer when the assignment is set. This date will be clearly shown on the assignment cover sheet. All submission dates will also be clearly indicated within the module handbook. Students who fail to submit their work on time will be penalised for late submission to ensure strict adherence with the policy. To authenticate that the work submitted for assessment has been carried out by the student, students will be required to submit an electronic copy to the designated lecturer through Turnitin software. As part of the submission process students must sign a declaration that the work, they have submitted is their own and that all research sources are fully acknowledged using the appropriate academic referencing methods. As part of this declaration, students must acknowledge in full the use of Artificial Intelligence (AI) tools such as ChatGPT and many others. Any student who submits work that does not comply fully with the college policy of acknowledging and academically referencing AI sources will be dealt with under the Plagiarism Policy.

4.   Scope

4.1   This policy and procedure applies to all Higher Education programmes across South West College. This includes Pearson BTEC Higher Nationals, HNCs and HNDs where the submission deadline for coursework clearly relates to the grading criteria (pass, merit, and distinction). The exception from this will only apply where no grading criteria has been identified. In addition, other Higher Education programmes adhere to the submission of coursework regulations set by the relevant University/Awarding Bodies. The regulations relating to the submission of work by other Higher Education Institutions such as the Open University, Queen's University Belfast, Ulster University, Queen's University College Stranmillis will/may take precedence over this College policy.

5.   Legislation

5.1   The Human Rights Act 1998 applies to the operation of this policy.

6.   Responsibilities

6.1   All staff have a responsibility to give full and active support for the policy by ensuring that the policy is known and understood by all students and implemented appropriately.

7.   Actions to Implement and Develop the Policy

7.1   If a student is aware that they may need extra time, whenever possible, this must be raised with the Module Tutor **BEFORE** the assignment submission deadline. This can be done by telephone, letter, in person, e-mail or completing an Extenuating Circumstances Form (EC1). The Module Tutor will consider the reasons given and then decide whether to accept the late work or decline it. If the reasons are accepted by the Module Tutor, a new submission deadline will be agreed between the Module Tutor and the student. Failure to hand in before this new deadline will incur the

penalties outlined as follows: If the reasons are declined by the Module Tutor, the original submission date stands, and the student must submit the work within the original timescale. The penalties that will be enforced for late submission thereafter will include a 5% reduction of marks for each late day or a student may only attain a pass grade or below, or where the regulations of the Awarding Partner state otherwise. Contact with a lecturer AFTER the assignment submission date will not be considered and a nil mark will be given unless covered by evidence of Extenuating Circumstances.

7.2 <u>Extenuating Circumstances</u>

Students may refer to the College's Extenuating Circumstances Procedure on the college website, the HE Student Handbook or from the Course Director/Module Tutor. If a student considers they have good reason for not being able to submit their work on time, and is unable to contact the Module Tutor before the submission date, they must provide evidence (e.g. authorised medical certificate or other valid documentation), together with a covering letter explaining the circumstances why the module tutor could not be initially contacted by the student, or reasons for non-submission of work. This must be done within 3 working days after the submission date, by completing the College EC1 Form which can be found within the Extenuating Circumstances Procedure. The Module Tutor/course committee will then consider the evidence and decide whether to accept the work or decline it. If the reasons are accepted, a new submission deadline will be given to the student. Failure to hand in before this new deadline will incur the penalties outlined in 7.1. If the reasons are declined, the original submission deadline will stand, and the student can still submit the work subject to the penalties outlined in 7.1. **Reasons for declining Extenuating Circumstances must be given in writing by the Tutor/Course Director.**

7.3 If a student is dissatisfied with any part of the Submission of Coursework Policy, they should follow the College Internal Assessment Appeals Policy.
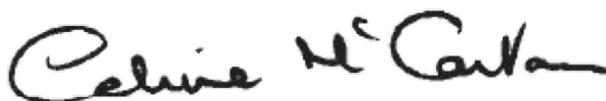
8.   Monitoring and Evaluation

8.1   The Quality and Performance Unit will monitor the operation of the policy in conjunction with the Academic and Quality Standards Committee by receiving termly reports on appeals received and their outcomes.

9.   Monitoring and Review

9.1   The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.

9.2   The College will ensure that adequate resources are made available to promote this Policy effectively and is committed to reviewing this Policy on a regular basis, in consultation with the recognised trade unions, statutory organisations such as the Equality Commission for Northern Ireland and in line with models of good practice.

Signed Principal and Chief Executive: _Celine McCartan_

Date: 12.06.24

Signed Chair of the Governing Body: _Nicholas_

Date: 12/06/2024

Related Documentation

Title	Location	Owner
Plagiarism Policy	Gateway	Head of Higher Education
Higher Education Assessment Policy	Gateway	Head of Higher Education
Equal Opportunities, Good Relations & Cultural Diversity Policy	Gateway	Head of People and Culture

Change Log

Location	Change from deletion/addition	Change to
Section 1	The aim of the policy contained in section 1 has been transferred to new section 2	Section 2 is now entitled 'Aim of the Policy'
Section 3	Academic Misconduct and Plagiarism Policy.	Plagiarism Policy.
Section 3.1	To authenticate that the work submitted for assessment has been carried out by the student, "Turnitin Software" must be used by students and staff. Students will be required to submit both a hard copy, which must be signed in at the reception of the appropriate designated campus, and an electronic copy to the designated lecturer.	To authenticate that the work submitted for assessment has been carried out by the student, students will be required to submit an electronic copy to the designated lecturer through Turnitin software.
Section 7	This can be done by telephone, letter, in person, e-mail or completing an Extenuating Circumstances Form (EC1 see appendix 1 and can also be found in the Extenuating Circumstances Procedure on the college website, the HE student handbook or from the Course Director/Module Tutor).	This can be done by telephone, letter, in person, e-mail or completing an Extenuating Circumstances Form (EC1).
Section 7 / 8	The word 'time'	deadline
Section 7	6.2 Extenuating Circumstances (see Extenuating Circumstances Procedure, paragraph 4, pg. 4).	7.2. Extenuating Circumstances Students may refer to the College's Extenuating Circumstances Procedure on the college website, the HE Student Handbook or from the Course Director/Module Tutor.
Section 7	3 days	3 working days

Communication

Who needs to know (for action)	Senior Management Team Heads of Department Heads and Deputy Heads of Department Course Coordinators HLA Manager Quality Manager Quality Team Marketing Team Student Support and Engagement Team Applicants Students
Who needs to be aware	All HE staff and students

Communication Plan

Action	By Whom	By When
Upload to Gateway	J Lucas	On approval
Circulation to all staff	L Curran / J Kelly	On approval

Document Development

Details of staff who were involved in the development of this policy:

Name	Role
L Curran	Head of Higher Education
J Kelly	Higher Education Development Coordinator

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
N/A		

Approval Dates

Approved by	Date

Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
V1.0	12/02/2022	Liam curran	Yes	V2.0	No	No
V2.0	13/05/2024	Liam Curran / Julie Kelly	Yes	V3.0	No	Yes