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## HIGHER EDUCATION SUBMISSION OF COURSEWORK POLICY

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<b>Policy Owner:</b>	Head of Higher Education and Development Co-Ordinator
<b>Date Approved:</b>	31/01/2024
<b>Version:</b>	V2.0
<b>Equality Screening Date:</b>	TBC
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<b>Location:</b>	Gateway

## Related Documentation

Title	Location	Owner
Assessment Policy		Head of Higher Education and Development Co-Ordinator
Plagiarism Policy		Head of Higher Education and Development Co-Ordinator
Internal Assessment Appeals Policy		Head of Higher Education and Development Co-Ordinator

## Change Log

Location	Change from deletion/addition	Change to
Section 2, page 4	Reference to use of Artificial Intelligence (AI) has been included.	The following text has been added: 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 Academic Misconduct and Plagiarism Policy.
6.1 pg 5	Reference added in respect of penalties stipulated by awarding partners	or where the regulations of the Awarding Partner state otherwise.

## Communication

<b>Who needs to know (for action)</b>	All academic managers, HE academic staff, exams staff, and quality and HE development staff.
<b>Who needs to be aware</b>	All HE teaching and support staff.

## Communication Plan

Action	By Whom	By When
Circulation of updated Policy	Head of Higher Education and Development Co-Ordinator	Jan 2024

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## **1. Introduction**

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>. 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.

## **2. Policy Statement**

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, "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. 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 Academic Misconduct and Plagiarism Policy.

## **3. Scope**

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, University of Ulster, Queens University College Stranmillis will/may take precedence over this College policy.

#### 4. Legislation

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

#### 5. Responsibilities

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.

#### 6. Actions to Implement and Develop Policy

6.1 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 time. 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). 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 time will be agreed between the Module Tutor and the student. Failure to hand in before this new time will incur the penalties outlined below. 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 outlined below.

6.2 Extenuating Circumstances (see Extenuating Circumstances Procedure, paragraph 4, pg. 4). 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 no

submission of work. This must be done within 3 days after the submission date. Students must complete a College EC1 form. 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 by the Module Tutor /course committee, a new submission time will be given to the student. Failure to hand in before this new deadline will incur the penalties outlined above. If the reasons are declined by the Module Tutor /course committee, the original submission time will stand, and the student can still submit the work subject to the penalties outlined above. **Reasons for declining Extenuating Circumstances must be given in writing by the Tutor/Course Director.**

6.3 If a student is dissatisfied with any part of the Submission of Coursework Policy, they should follow the College Internal Assessment Appeals Policy.

## 7. Monitoring and Evaluation

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.

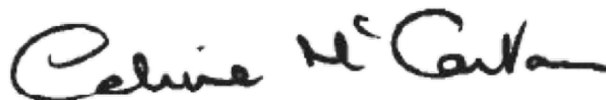
## 8. Monitoring and Review

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

8.2 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 Chief Executive

Date 09.02.24



Signed Chair of the Board of Governors

Date 31/01/2024



## Document Development

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

Name: Liam Curran/Julie Kelly	Role: Head of Higher Education and Development Co-Ordinator
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Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
QAA	UK Quality Assurance Agency	09-01-24

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 changes have been made, please provide brief details:	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
V2.0	09/01/2024	Liam Curran	yes	<p>In paragraph 2 last line the following line was added</p> <p><i>“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 Academic Misconduct and Plagiarism Policy”.</i></p>	V2.0	No	<b>NO</b>



				In section 2 of this policy reference to the anti-plagiarism software "SafeAssign" was removed. This software is a product of Blackboard which the college no longer uses.			
V2.0	09/01/2024	Julie Kelly	yes	Section 6.1, page 5, reference made in respect of penalties stipulated by awarding partners. The following statement was added: "...or where the regulations of the Awarding Partner state otherwise."	V2.0	No	No