

## Coursework Submission Policy

### Introduction

1. All higher education providers are expected to have in place principles and implement procedures for assessment that are explicit, valid, secure and reliable, and which ensure that assessment is operated fairly and consistently (UK Quality Code).
2. The expectation of the School is that all written assessed work is submitted on time. This means being organised and managing time wisely, a skill that is highly valued in industry.
3. Work submitted by the published deadline allows feedback to be given in time to support students in their preparations for their next piece of assessed work.
4. This policy applies to students who require extensions to their coursework and dissertation deadlines only.
5. The operation of this policy will be overseen by the Academic Standards Committee.

### Submission

6. To enable students to manage their time, Departments will provide details of coursework deadlines at the beginning of each term.
7. Student will be notified by their Department of the format and location of submission.
8. To avoid any last-minute issues preventing timely submission, students are encouraged to plan their work carefully and aim to complete assessed work ahead of deadlines wherever possible.

### Extensions for submission of coursework

9. Students who experience a major circumstance that has the potential to affect their ability to submit a piece of coursework on time should apply to their Head of Department for an extension as soon as possible *before* the submission deadline. This circumstance should be unforeseen and unpreventable, and may include but are not limited to:
  - Personal illness
  - Bereavement of a close family member, partner or friend
  - Evidenced disruption to a student
10. Students should expect to be asked to produce independent documentary evidence to support their request, which may include doctor's letters.

11. Students who are unable to submit the coursework at all or complete the associated module should use the [Extenuating Circumstances Procedure](#).
12. If an extension request is refused and the work is not submitted by the deadline, it will be graded as a Fail.
13. Failure to submit coursework on time will be taken into consideration at the next progression point and/or the Final Review. Students who have not demonstrated that they have met the required standard as set out in their course handbook at the progression point may be withdrawn from the course.
14. Students may appeal against a decision to refuse an extension using the Academic Appeals Procedure.

### **Masters dissertations**

15. Masters students will be notified of the deadlines for all the four key stages of preparation of the dissertation in the spring of their first year. The deadline for submission of the completed dissertation will be notified to students in January of their second year.
16. Students who require an extension to a deadline *other than for the completed dissertation* should apply to the Dissertation tutor at [Dissertations@nfts.co.uk](mailto:Dissertations@nfts.co.uk)
17. Students who experience a major circumstance that affects their ability to submit the completed dissertation on time should apply to the Registrar as soon as possible **before** the submission deadline. This circumstance should be unforeseen and unpreventable, and may include but are not limited to:
  - Personal illness, which is documented by medical evidence
  - Bereavement of a close family member, partner or friend
  - Evidenced disruption to a student
18. In all circumstances, independent documentary evidence in original form shall normally be required. Photocopies or faxed copies of evidence will not be accepted. Evidence must be presented in English, with any translations provided using an authorised translator.
19. An extension will only be granted if a request is submitted in advance of the submission deadline.
20. Retrospective extensions shall only be agreed where a student is incapable of contacting the School before the submission deadline. In these circumstances, the student is required to inform the School as soon as reasonably practicable. The student will be required to provide evidence of their inability to request an extension in advance of the submission deadline.
21. If the dissertation is submitted past the standard or revised deadline, the School will accept and mark the dissertation if it is received **up to one week** after the original

deadline, but the maximum grade awarded will be capped at a Pass and the student will not be eligible to receive an overall grade of Excellent for the Masters.

22. Failure to submit the dissertation within one week of the standard or revised submission deadline will usually result in the dissertation being graded a Fail, which will make the student ineligible for the award of a Masters degree. In this case, the Board of Examiners will decide whether the student is eligible for an intermediate award.
23. Students may appeal against a decision to refuse an extension using the Academic Appeals Procedure.
24. A Student who is aware that they will be unable to submit the dissertation should apply for extenuating circumstances using the [Extenuating Circumstances Procedure](#).

*Approved December 2019*