## Policy on late submission of assignments

### Written Assignments

1. **All** course work **must** be submitted by the due date.
2. In exceptional circumstances, a short extension may be given for assignments. **Note that extensions will be given in exceptional circumstances, only if requested prior to the due date of the assignment (i.e. extensions will not be granted retrospectively). Being ‘busy’ or having other assignments to hand in does not count as a reason for getting an extension.**
3. If you need an extension, please email the lecturer of the course that you need an extension for.

**You must include all the following information in your e-mail:**

* + Identify what assignment you want an extension for.
	+ Length of extension requested with proposed due date.
	+ Reason(s) for the request.

Extension requests due to ill-health need to be accompanied by a medical certificate.

1. If an assignment is handed in late,10% will be deducted from the given mark for any part or all of the first week it is late, and an additional 10% for any part or all of the second week it is late. If an assignment is handed in later than 2 weeks after the due date (and no extension after that date has been granted), it will receive an automatic mark of 0%.All assignments are compulsory, so even if they are over two weeks late, they need to be submitted or you will receive a DNC grade.