**School of Social Sciences - Politics and IR**

**POLS 704 Political Management in Government**

**Semester 2 2020**

**Late submission policy**

The University of Auckland's expectation is that students spend 10 hours per week on a 15-point course, including time in class and personal study. Students should manage their academic workload and other commitments accordingly and you should submit your work on time. Please try your hardest to meet coursework deadlines.

**Why are deadlines important?**

The University of Auckland graduate profile sets out a set of attributes that it considers to be attainable by graduates of a research-led comprehensive university. Graduates are supported to become scholars, innovators, leaders and global citizens with a range of valuable capabilities that will make them employable in the workplace and valuable to society. For example, one capability is Independence and Integrity which specifies that graduates of the University are expected to be able to learn and work autonomously and ethically, to be lifelong learners, to show resilience, proactivity and an ability to make principled decisions in academic and professional spheres. This is why there are expected standards in course assignments which develop both intellectual knowledge and skills which includes meeting deadlines. Moreover, in the workplace timeliness matters. For example:

* If a policy advisor fails to get a briefing note for to the minister after the driver has left for the night with that night's reading file, then the note is not late but useless. If a communications adviser finishes talking points on a breaking crisis for her minister after Question Period has begun, then she risks the minister making up answers on the fly--which could not only embarrass the minister and the Prime Minister but, conceivably, cost the government billions of dollars.
* If an error is made in a government process and something is missing it can risk the process stalling and going back to the drawing board; or can cause big political problems developing as it turns out a part of the procedure was not followed

**What are the penalties if I submit after the deadline without an extension?**

Late submission of coursework is possible without an extension, so long as you are ready to accept a penalty by losing marks. Late penalties help ensure fairness, otherwise some students would have more time to complete work than others.

The penalties for submitting work late when you do not have an extension are:

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| --- | --- |
| **Days late** | **Penalty** |
| Up to 2 days late | Lose 5 marks |
| 3-5 days late | Lose 10 marks |
| 6-10 days late | Lose 25 marks |
| Over 10 days late | Not accepted or marked; 0 grade or DNC (did not complete) awarded |

*For example:* Aroha submitted an essay two days late without an extension. She received 97% on the essay, but then lost 5% for lateness. Her final mark is 92%.

Weekends count as days. E.g. an essay due in on Thursday that is submitted on Monday is four days late.

**Extensions (or concessions) for short and long-term causes**

Just as in the workplace, there are times when you need an extension because you face circumstances or good causes for you being unable to meet a deadline which warrant granting an extension/concession. University policies and support services seek to support you to succeed in your study to develop the capabilities to fulfil the University graduate profile.

Everyone confronts difficulties at some point. So please talk to or email me if you are experiencing troubles finishing or submitting coursework. I will work with you wherever possible on a plan for finishing your work, and, of course, it is better to get an assignment in late than not at all (even if it is incomplete).

**Seeking an extension**

If you have a problem with completing your work on time because of significant personal or physical or mental health issues you should seek an extension in advance of the deadline from the course convenor.

An extension will be granted where there is 'good cause', backed up by documentary evidence which can come from medical doctors, student health service or counselling. It at the discretion of the convenor whether to grant an extension and if so for how long.

You should only seek an extension where it is definitely needed and deserved. Best practice is to work ahead of deadlines so you can manage any issues that occur and still complete work on time, but we do understand sometimes bad things happen out of your control which make completing an assignment on time difficult or impossible.

**What counts as grounds for an extension?**

Just as in the workplace, there can be ‘good causes’ that prevent you submitting on time and warrant granting an extension.

*Good causes* covers genuine short-term orsudden/ unexpectedissue that occurred in the immediate period before the deadline (e.g. one week before), such as sudden illness, mental health issues, death in the family, official leave of absence or similar circumstances.

Good causes do not include that you are too busy due to other commitments including:

* Deadlines for other courses
* Standard paid work commitments
* Voluntary work
* Holidays, leisure activities, overseas travel
* ICT failures e.g., computer not working, lost files, problems using Canvas.
* Inability to identify relevant resources e.g., course materials and books.

As a university student you are expected to possess or develop professional skills in workload management, file management and using university systems and thus develop the capabilities to fulfil the University graduate profile.

**How do I request an extension?**

You are expected and need to start work on assignments at least two weeks before the deadline because they are in-depth pieces of work requiring significant time and attention. If something happens in the time just before the deadline when you are finalising your work, either:

*Before the deadline:*

* Email me requesting an extension/concession before the deadline with documentation from a professional that this issue exists and impacts on your ability to meet the deadline.
  + Documention = a note from a professional clearly stating an issue exists and dates of the impact or when the student was, or will be, unable to study.
  + Professional = University counselling, or external accredited counsellor/psychiatrist/psychologist, Health professional e.g. GP, Legal or Law enforcement official, Cultural leader (e.g., matai, pastor) or Social worker
* Or ask University Health and Counselling to email me directly with a recommendation for extension.

I will respond as quickly as possible but not always immediately or outside normal working hours. Please do not send me extensive details about your situation – it is not necessary, and I prefer to follow documented professional recommendations.

**What if I have a long-term, ongoing issue such as a disability or long-term mental health issues?**

If you have an ongoing physical or mental health condition, visible or invisible disabilities (such as Dyslexia, Autism Spectrum Disorder and Attention Deficit Disorder) you should register with [Student Disability Services](https://www.auckland.ac.nz/en/on-campus/student-support/personal-support/students-with-disabilities.html) every year so they can provide more extended support, including requests for extensions, to help you succeed in all your courses.

If something else happens that significantly affects your ability over a longer period, please get in touch to see if it is possible to develop a plan to manage this.

**What if something happens and I am unable to get documentation and the request for an extension until after the deadline?**

Please get in touch and I will work with you wherever possible on a plan that works within university policies.

Retrospective extensions/concession may be granted after a deadline has passed in rare circumstances where appropriate documentation can be provided in retrospect. Assignments may only be graded up to a pass mark.

**Additional queries around late or problematic submissions**

**What if I think I submitted it on time but Canvas marks it as late?**

* Time of submission is determined by Canvas.
* Canvas marks anything submitted on the actual deadline i.e. 3.59pm as late, showing it in red. To avoid this happening to you, submit ahead of time.
* If you have any technological issues or questions about Canvas, please contact Canvas help.

**What if I made a mistake submitting and submitted the wrong file or there is an error with it or it is unreadable as I submitted in a strange format?**

* We mark what is submitted by canvas only regardless of technical issues, mistakes, errors due to you or the system
* Sometimes students have concerns about technical issues or their own error which results in s file being unreadable, or the wrong file, there are problems in how it displays or the presentation looks strange, or you’ve tried to submit several files instead of just one, or you submitted an old draft/version, or without references, or they think they submitted but didn't.
* We follow the same position as when assignments were submitted in hard copy: we only mark what is submitted. Thus:
  + If it isn’t actually submitted you get 0
  + If it is unreadable or in an unusual format that we can’t read when we download all the assignments, it will be marked 0.
  + If it has errors, we mark it as it is, even if this was due to your error in submission
* We sympathise with the frustration if you find later on a mistake occurred, but we have to treat everyone the same and mark what was submitted.

**What should I do to avoid problems with submission?**

There will be many online submission points in your life so it is best to take the chance now to learn how to take responsibility to sort any issues arising from this.

Submit ahead of time to be sure it meets the deadline

* Your clock may not be the same as the systems or employers or recruitment agency or funding system or campaign production. To avoid any doubt, submit way head of time. This is good time management and work practice. The best thing to do is submit ahead of time, and check it, to allow chance to correct any errors

Submit ahead of time and check the submission to ensure it is right and works.

* If you find you’ve submitted the wrong file, and it is before the deadline, you can delete it and resubmit.
* If you find you have uploaded the wrong file or it is not looking right you can delete your first submission and resubmit before the deadline. This is only available prior to the deadline - after the deadline, there is no chance to resubmit.

Submit ahead of time and if there are technical problems contact canvas help

* This will give you time to sort any issue before the deadline

**Can’t I just email you my work if canvas does not work?**

No. I will not read a submission you send by any other form whether email, hard copy, submitted directly to turnitin, texted, tweeted, facebook message, courier, drone, or pigeon carrier!

**Can I resubmit after the deadline and get penalised but want to be able to submit a better piece of work without errors?**

No, resubmission is not allowed. We mark what is submitted.

We cannot delete a submissions post a deadline to enable you to resubmit a better version, or allow resubmissions after a grade is awarded because you got a low grade and think you would do better.

Try to do the best possible piece of work first time, just as you would in the workplace where you need to do your best work every day.