

**LATE SUBMISSION OF COURSEWORK POLICY**

# **INTRODUCTION**

## 1.1 Purpose

This policy outlines the expectations regarding the late submission of coursework at St Mary's University, emphasising timely submission to ensure effective academic feedback and development.

## 1.2 Scope

This policy applies to the submission of coursework, projects and dissertations submitted as first attempts only. It does not apply to reassessments as they are already subject to capping at the relevant pass mark.

It does not apply to elements of assessment that would be considered to be timed such as in-class tests or to assessments that are scheduled to take place at a fixed timed, for example in-person assessments such as clinical observations, presentations, practical assessments, performances etc. If you fail to attend these, a mark of 0 will be awarded.

It also does not apply to formal examinations. Information relating to late arrival at exam venues can be found in Section 4 of the [Academic Regulations](https://www.stmarys.ac.uk/policies/academic-regulations.aspx).

For some disciplines with strict professional expectations, exemptions may apply. These will need approval from the Deans of Faculty and be clearly communicated to students by the course teams.

# **2. POLICY**

The expectation of both staff and students is that work is submitted on time, as submission on time allows for timely release of feedback which can support you in your academic development.

We understand that, at times, there may be circumstances beyond your control that mean you cannot meet a specific assessment deadline. If this is the case, then please refer to the [Extenuating Circumstances Policy.](https://www.stmarys.ac.uk/policies/extenuating-circumstances.aspx)

## 2.1 Late Submission of Work

If work is submitted late without a successful application for extenuating circumstances, the university will accept and mark a single submission\*\* submitted up to 48 hours after the original deadline, but a mark deduction will be applied.

All work submitted after the original deadline but within 48 hours (2 calendar days) will be subject to a 10-percentage point deduction from the original mark. For example, work that is marked as 64% will be capped at 54%.

Where a 10-percentage point deduction from the original mark would result in a fail, the work will be capped at the pass mark (40% for undergraduate programmes and 50% for postgraduate programmes). This means that work submitted within 48 hours of the deadline that has been marked between 40 and 49% for undergraduate programmes and 50-59% for postgraduate programmes will be capped at 40% for undergraduate programmes and 50% for postgraduate programmes.

Failed work that is submitted late but within 48 hours of the original deadline will not receive any mark deductions.

Work that is submitted more than 48 hours after the deadline will, in the absence of accepted [extenuating circumstances](https://www.stmarys.ac.uk/policies/extenuating-circumstances.aspx), be considered as a non-submission (NS) and awarded a mark of 0.

\*\*multiple submissions may be made before the original published deadline. Once the deadline has passed only a single submission is permitted in the 48-hour late window.

## 2.2 Professional Expectations

There are some disciplines where working strictly to a deadline is a professional expectation and a requirement of the subject’s regulatory body. In such cases this will be clearly stated in the learning outcomes that are being assessed, and you will be reminded of the requirement to adhere to the deadline in the relevant assessment information. Failure to submit by the published deadline, in the absence of accepted extenuating circumstances, will result in the work being awarded a mark of 0.

# **3. ROLES AND RESPONSIBILITIES**

The policy applies to students on all taught programmes, including those at franchise partners. Students should address queries to their course leaders. Staff should direct queries to the Dean of Education and Outcomes.

The Dean of Education and Outcomes will have strategic oversight of the policy which will be reviewed by the Education and Student Outcomes Committee.

# **4. RELATED POLICIES AND PROCEDURES**

The following policies and regulations should be read in conjunction with this policy.

* [Academic Regulations](https://www.stmarys.ac.uk/policies/academic-regulations.aspx)
* [Extenuating Circumstances Policy](https://www.stmarys.ac.uk/policies/extenuating-circumstances.aspx)

# **5. REVIEW, APPROVAL AND PUBLICATION**

* The Policy will be reviewed annually by the Education and Student Outcomes Committee
* Amendments to the Policy will be approved by Academic Board
* Include which committee will ultimately be responsible for approval;
* The Policy will be published on the [Registry Policy Documents](https://www.stmarys.ac.uk/registry/policies/registry-policies.aspx) webpage, which links to the [University’s wider policies.](https://www.stmarys.ac.uk/policies/view-all.aspx)

# **6. ANNEXES**

N/A

# **7. DOCUMENT CONTROL INFORMATION**

|  |  |
| --- | --- |
| **Document Name** | Late Submissions Policy |
| Executive Owner | Professor Amanda Harvey, Dean of Education and Outcomes |
| Directorate | [Directorate of Educational Excellence and Student Outcomes](https://www.stmarys.ac.uk/deeso/home.aspx)  |
| Operational Owner | Faculty Operating Officers |
| Version Number | Version number 1.0 |
| Approved By | Academic Board |
| Effective from (academic year) | Academic year 2025-26 |
| Date of commencement | 01.10.2025 |
| Date of Last approval/ review | 17.09.2025 |
| Date for next review | June 2026 |
| Related University Policy documents | [Academic Regulations](https://www.stmarys.ac.uk/policies/academic-regulations.aspx)[Extenuating Circumstances Policy](https://www.stmarys.ac.uk/policies/extenuating-circumstances.aspx) |
| *For web team use – Keywords for webpage search function* | *Late Submissions Policy* |