

Late Submissions and Extensions

Extensions to Coursework Submission

Before requesting an extension, it is advised that students read this section fully. The extension request requirements vary depending on the length of extension requested and the method by which the request is submitted. There is also some guidance on what might constitute grounds for an extension request to be granted.

Students requesting an extension to the deadline for a piece of coursework must apply via the extensions tool in Myplace. Further guidance about using this tool is contained under the heading '[Myplace Extension Request](#)' below. If the extension tool is not available for your coursework, please follow the instructions contained under the heading '[Offline Process for Submitting an Extension Request](#)' below. **NOTE: where the extension tool in Myplace is available, it should be used.**

Please pay attention to the examples found under the Section 3 heading '[Grounds for Extending the Deadline for Coursework Submission](#)' below. These are taken from the [Policy and Procedure on Extensions to Coursework Submission](#). The policy intends to be supportive of students, and staff will monitor students' use of extensions in order to identify students who may require support. The policy provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. The list does not try to cover every possible scenario so students should discuss with staff any circumstances that are negatively impacting their studies.

Extension requests will normally be made in advance of a coursework submission deadline. In exceptional cases, students may apply for an extension retrospectively.

Extension of less than seven calendar days

Requests for an extension of less than seven calendar days do not require formal supporting evidence (e.g., a doctor's letter). However, students are encouraged to communicate to staff any circumstances that are negatively impacting their studies as early as possible, especially where other assessments or aspects of their studies are also impacted. This can be done by submitting a [Self-Certificate form on Pegasus](#).

Extension of longer than seven days

For extensions that are longer than seven days, it is essential that students complete a '[Personal Circumstances Form](#)' and submit it directly to the Student Business team for their Faculty (studentbusiness-engineering@strath.ac.uk) within five working days of the agreed extension date. There is information about the Personal Circumstances Procedure [on the website](#).

Failure to submit evidence of medical or personal circumstances for extension requests of seven days or more could result in the extension request being rejected or revoked and/or any subsequent academic appeal being regarded as inadmissible.

Students should note that certified cases of medical and/or personal circumstances will be considered sympathetically and the rules will be applied in a caring manner. Where there are sensitivities or difficulties in obtaining evidence (for example, a death certificate), a compassionate approach will be taken. The rules are designed to be as clear as possible, to help students plan their work sensibly and ensure parity in the service provided to all students.

Grounds for Extending the Deadline for Coursework Submission

The list below does not try to cover every possible scenario but provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. Students should not be discouraged from submitting a request if they do not see their situation described below.

Examples of Medical Circumstances

Medical conditions or illness, including physical and/or mental health problems that negatively impact a student's preparation for an assessment.

Examples of Personal Circumstances

- serious illness or death of a person close to the student
- family break-up
- being a victim of crime
- being in a serious car accident
- jury service
- significant relationship breakdown
- unexpected caring commitments
- homelessness
- Home Office requirements
- fire
- flood
- adverse weather conditions
- exceptional travel circumstances outwith a student's control which prevented them from meeting the published submission date
- other exceptional circumstances that can be reasonably considered to negatively impact a student's ability to submit coursework on time

Examples of Insufficient Grounds for an Extension

The following circumstances would not be acceptable grounds for granting an extension:

- poor planning and time management
- error made in understanding the published dates of assessment submissions
- having another assessment due on or around the same date
- minor IT issues such as computer failure
- failure of third parties to deliver the assessment
- holidays, social events, moving house, or any event planned in advance of the submission deadline
- failure to make alternative travel plans when disruptions were advised in advance

Myplace Extension Request Process

Instructions for the submission of an extension request via Myplace are below. [A version of these instructions with images of the screen to support the explanation is also available.](#)

1. Go to the Myplace site for the class in which you wish to request an extension to the deadline of a piece of coursework
2. Click on the assignment link for the piece of coursework. This will open a page containing information about the assignment, the status of your submission and the deadline
3. Click on the Extensions section and select 'Request Extension'
4. You will be required to fill in three parts of a form:
 - i. Select a reason from the dropdown list
 - ii. Propose a new deadline (date and time)
 - iii. Describe in more detail your reason for requesting an extension
5. Submit your extension request

You will receive a Myplace notice and an email to confirm that your request has been submitted. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

Your request will be considered, resulting in one of the following two outcomes:

1. Your extension request will be granted – either based on the date and time you proposed or based on an alternative date and time specified by the appropriate member of staff
2. Your extension request will not be granted*

The outcome of your extension request will be communicated to you via a Myplace notice and an email. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

If you submit an extension request and decide that you no longer require it, you can cancel the request up until the point at which it is approved. After it has been approved, you cannot cancel the request but you can, of course, submit the work in time for the original deadline.

*If your extension request is not granted and you would like to access support please contact the Course Director for your programme (contact details can be found via the University Directory at <https://ben.mis.strath.ac.uk/Teldir/>). For details of central University support services, please see the 'Support' section below.

Offline Process for Submitting an Extension Request

If your assignment does not allow you to request a selection through Myplace or your assignment is not on Myplace, then you should email direct mae-extensions@strath.ac.uk with the following details:

- Course name and course code, and assignment for which you require the extension
- Your full name and registration number (as it appears in Pegasus)
- The details of the length of extension requested
- The Medical or Personal Circumstances which have prompted your request for extension.

Extension requests submitted via email where there is the capability to submit via Myplace will be denied, unless there is a specific justification for this.

All other conditions of the Extensions Policy and process remain in place when submitting through these channels.

Support

Disability and Wellbeing Service (including Student Counselling Service and Student Health)

Phone: 0141 548 3402

Email: disability-wellbeing@strath.ac.uk

Disability & Wellbeing Service

Room 4.36, Level 4,

Graham Hills Building

50 George Street

Glasgow

G1 1QE

For more information visit the [Disability and Wellbeing Service webpage](#).

Study Skills Service

Phone: 0141 548 4064/4062

Email: studyskills@strath.ac.uk

Level 6,

Livingstone Tower,

26 Richmond Street,

G1 1XH

For more information visit the [Study Skills Service webpage](#).

Maths Skills Support Centre

Phone: 0141 548 3343

Room LT308,

Livingstone Tower,

26 Richmond Street,

G1 1XH

For more information visit the [Maths Skills Support Centre webpage](#).

International Student Support

Phone: 0141 548 4273

Email: infoandadvice@strath.ac.uk

For more information visit the [International Student Support webpage](#).

Strathclyde Students' Union's The Advice Hub

Phone: 0141 567 5040

Email: strathunion.advice@strath.ac.uk

For location see [Strath Union's Advice Hub webpage](#).

Penalties for the Late Submission of Coursework

Coursework is deemed to be late when it is submitted after the published deadline without an agreed extension, and in the absence of personal circumstances.

The [Policy and Procedure on Late Submission of Coursework](#) provides a detailed account of the policy and procedures for the late submission of coursework. You should read this document carefully, noting that there may be exceptions to the policy outlined for specific types of coursework, such as (but not limited to) group work or presentations. Staff will communicate any such instances to students. However, in all instances, the range and timing of penalties will be applied according to a commitment to fairness and supporting all students in their studies alongside agreed procedures. Staff will monitor the late submission of assessments in order to identify any students who may require support. For regular coursework, the Policy and Procedure on Late Submission of Coursework outlines the penalties to be applied, and these are summarised below.

Coursework that is submitted late, but within seven calendar days of the published deadline date and time, will be subject to penalties, as shown in the table below. The table demonstrates the application of a sliding scale of penalties, where a late submission within 24 hours of the deadline will incur a penalty of 10% applied to the original mark, and for each subsequent 24 hour period, an additional 5% penalty will be applied to the original mark. The table also shows that the application of penalties will be capped for coursework that is of a Pass standard. Coursework submitted after seven calendar days of the published deadline date and time will receive a mark of zero. Students who can demonstrate that they faced exceptional circumstances on the deadline day, and who submit their coursework within 4 hours of the published date and time, will not have their coursework subject to penalties. This 4 hour period is called the 'grace period' – see below the table for further information.

Example	Day of submission	Penalties applied
1.	Coursework submitted after the deadline, student has an approved extension and submits within the approved extension period.	No penalty to be applied.
2.	Late submission on the day of the deadline (or approved extended deadline), student has communicated exceptional circumstances and is granted a grace period of up until four hours after the deadline.	No penalty to be applied.
3.	Late submission within one calendar day (less than 24 hours) of the deadline, student has no approved extension.	10 percentage point penalty applied to original mark, unless the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).
4.	Late submission more than one calendar day (more than 24 hours) after the deadline but less than two full calendar days (less than 48 hours)	15 percentage point penalty (10 points for first day, 5 points for second day or part day), unless

	after the deadline has expired, student has no approved extension.	the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).
5.	Late submission more than two full calendar days (longer than 48 hours) after the deadline but less than three calendar days (72 hours), student has no approved extension.	20 percentage point penalty (10 for first day, 5 for second day, 5 for third day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).
6.	Late submission more than three full calendar days (longer than 72 hours) after the deadline but less than four full calendar days (less than 96 hours), student has no approved extension.	25 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).
7.	Late submission more than four full calendar days (more than 96 hours) after the deadline but less than five full calendar days (less than 120 hours), student has no approved extension.	30 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).
8.	Late submission more than five full calendar days (more than 120 hours) after the deadline but less than six full calendar days (less than 144 hours), student has no approved extension.	35 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, and 5 for sixth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).

9.	Late submission more than six full calendar days (more than 144 hours) after the deadline but less than seven full calendar days (less than 168 hours), student has no approved extension.	40 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, 5 for sixth day and 5 for the seventh part day), applied to original mark, unless the penalty reduces the student's mark to below 40%(UG)/50%(PG), in which case the mark is capped at 40%(UG)/50%(PG).
10.	Late submission more than seven full calendar days after the deadline. For example, a deadline was set for Midday on a Wednesday and a student submits an assessment after midday the following Wednesday	A mark of zero will be applied to the work.

Requesting the application of the grace period

If you experience unexpected circumstances before the time set on the day of the deadline and it results in a delay to your submission of less than four hours, you can request that the grace period is applied to your coursework submission via the late submissions tool in Myplace. If the reason provided is acceptable for use of the grace period, this will mean that a penalty is not applied to your mark. **Requests for the grace period to be applied must be submitted within 4 hours of the published date and time and no longer** – we strongly suggest that you submit your request as soon as you have submitted your coursework. To request that the grace period is applied:

1. Submit your coursework
2. In the assignment page containing information about the status of your submission and the deadline, click on the Late Submissions section to expand it
3. From the 'Reason for grace period' dropdown list, select the reason that best describes why you are requesting the grace period
4. Submit your request

The grace period will be automatically applied to your submission. However, if it becomes apparent that the grace period has been misused, a member of staff may revoke it and apply the appropriate late penalty. [Instructions with images of the screen to support this explanation is also available.](#)

If the late submissions tool is not available for your coursework, you must follow the below procedure.

- Email direct mae-extensions@strath.ac.uk with the following details:
 - Course name and course code, and assignment for which you have submitted late.
 - Your full name and registration number (as it appears in Pegasus)
 - The Reason for the Grace Period request.

Grace Period requests submitted via email where there is the capability to submit via Myplace, will be denied, unless there is a specific justification for this.

All other conditions of the Late Submission Policy and process remain in place when submitting through these channels.

NOTE: where the late submissions tool in Myplace is available, it should be used.

Where a penalty is applied in Myplace, you can view the grade awarded to your work, the late penalty deducted and the final grade received after the deduction of the penalty. You can do this by expanding the 'late submissions' section on the assignment page, once the grades have been released. [Instructions with images of the screen to support this explanation is also available.](#)

Penalty for late submission	The penalty applied as a percentage
Performant grade	The mark you would have received if there was no penalty
Pass mark	The mark required to pass the assignment
Marks deducted	The number of marks deducted (not the percentage deducted)
Effective percentage point penalty	How many percentage points were deducted
Grade	The mark returned to you shows you your Performant Grade minus the Marks Deducted

In the case of coursework to be submitted through Myplace, issues with Myplace which prevent students from submitting their coursework before the deadline will not result in late penalties. In this situation, staff will amend the deadline to allow enough time for students to successfully upload and submit their coursework after the issue has been resolved.

If you think you are unlikely to meet a coursework deadline due to medical issues or personal circumstances, please [apply for an extension](#) as early as possible.