

<b>TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY</b>  <b>DEPARTMENT OF EXAMINATIONS AND CREDIT ACCUMULATION</b>	<b>EFFECTIVE DATE:</b>	<b>08-MAY-2017</b>
	<b>REVISION DATE:</b>	<b>23-JUN-2023</b>
<b>GUIDELINE</b>	<b>REF. NO.:</b>	<b>DECA/534:17 (R3)</b>
	<b>TOTAL PAGE:</b>	<b>4</b>

## **GUIDELINE ON LATE SUBMISSION OF COURSEWORK**

The University requires all students to submit assessed coursework by the deadline as stipulated unless the student is granted an extension or special consideration due to Extenuating Mitigating Circumstances (EMC). In cases where there are no accepted EMC, late submission of coursework shall lead to the imposition of penalty.

### **1. OBJECTIVE**

- 1.1 This guideline sets out the principles which apply to late submission of coursework, with the aims of ensuring consistent practice and fair assessment across the University.
- 1.2 This guideline provides guidance on how academic staff should handle the awarding of marks for late submission.

### **2. RATIONALE**

The rationale for this guideline is as follows:

- 2.1 Students are responsible to submit coursework by the stipulated deadline stated in the lecturer's course assessment plan. Any coursework submitted after the deadline, unless due to EMC, shall be graded in a consistent manner and subject to penalty of the late submission.

### 3. PROCEDURE

- 3.1 All coursework shall be given a submission deadline and the submission deadline shall be made known to the students.
- 3.2 Lecturers shall print and keep the list of students who failed to submit coursework after the submission deadline in the course file.
- 3.3 An extended submission deadline may be given to all students provided that none of the students have submitted the coursework at the point when the change of deadline is to be made.
- 3.4 Each coursework component shall be marked upon 100 marks.
- 3.5 With the exception of EMC reasons, penalty for late submission of coursework shall be imposed after the submission deadline / extended submission deadline:
  - i) Late submission within 1 - 3 days: total marks to be deducted is 10 marks.
  - ii) Late submission within 4 - 7 days: total marks to be deducted is 20 marks.
  - iii) Late submission after 7 days: reject coursework and zero mark shall be awarded.

Revised

For any late submission of coursework, students shall complete the Late Submission of Coursework Form (as attached) and attach it together with their coursework. The lecturer/tutor shall also acknowledge receipt in the form.

- 3.6 Students shall view and confirm their coursework marks through the Intranet portal.
- 3.7 Students shall view their coursework marks from:
  - i) Bachelor's Degree Programmes – **Friday of week 16 of long semester or Wednesday of week 9 of short semester**

ii) Diploma Programmes – **Friday of week 16 of long semester or Friday of week 8 of short semester**

iii) Foundation Programmes – **Friday of week 13**

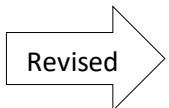
3.8 Faculty / Centre / Branch shall ensure that all coursework marks were entered into the TIAS by the following deadline to enable students to view the marks according to the timeline as specified in 3.7:

i) Bachelor's Degree Programmes – **Wednesday of week 16 of long semester or Monday of week 9 of short semester**

ii) Diploma Programmes – **Wednesday of week 16 of long semester or Wednesday of week 8 of short semester**

iii) Foundation Programmes – **by Wednesday of week 13**

#### 4. IMPLEMENTATION



The above guideline shall come into effect from **June Semester, in Academic Year 2023/2024** and may be reviewed from time to time if deemed necessary. The guideline shall apply to all TAR UMT Foundation, Diploma and Bachelor's Degree Programmes.

**TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY****LATE SUBMISSION OF COURSEWORK**

**Note:** This form must be attached together with the assignment/work submitted by student whenever late submission happens.

**PART A: STUDENT INFORMATION**

Name:

ID:

Faculty/Centre/Branch:

Programme:

Year/Semester of Study:

Course Code &amp; Course Title:

Assignment Title:

**PART B: LATE SUBMISSION OF COURSEWORK INFORMATION**

Please check/tick one of the information below:

<input type="checkbox"/>	Late submission of 1 - 3 days after deadline of submission: minus 10 marks
<input type="checkbox"/>	Late submission of 4 - 7 days after deadline of submission: minus 20 marks
<input type="checkbox"/>	Late submission of > 7 days after deadline of submission: 0 mark

**PART C: ACKNOWLEDGEMENT**

By signing below, I acknowledge that my coursework marks shall be subjected to the above penalty.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I acknowledge that I received the above student's coursework.

Lecturer / Tutor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Date

**PART D: For Faculty/Centre/Branch Internal Use/ Filing Purpose**

Received by Faculty/Centre/Branch

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

Name :