1. Rationale and principles

(1) It is in the interests of cohesion, clarity and student equity to apply consistent standards to late work throughout the Faculty.

(2) These provisions set out the basis for implementation of the Faculty resolutions relating to late work.

(3) While it is acknowledged that marks and grades are a matter of academic standards, meeting deadlines is essential.
   (a) It ensures equity of treatment among students. There is a range of procedures in place to enable students’ difficulties to be taken into account—including extensions, special consideration and special arrangements—which students should use in appropriate circumstances.
   (b) It enables timely and coherent management of teaching and learning and administration of courses within the Faculty.
   (c) It is an important aspect of training students in the acquisition of graduate attributes. The ability to organise work coherently and meet deadlines is part of taking responsibility as a member of a team or as a professional providing services to a client. It is part of any work environment, as well as part of life as an adult in society.

2. Penalty for late work

(1) An academic penalty will be applied to any work handed in after the published due date except where:
   (a) an extension has been granted;
   (b) special consideration has been granted;
   (c) special arrangements apply which involve granting extra time; or
   (d) a special case has been established under a disability or student at risk program.

   Note: The requirements for these arrangements are set out in the Coursework Policy 2014, part 14 and Assessment Procedures 2011.

(2) Late penalties will apply from the first day after the published due date.

(3) Marks will be deducted at the rate of 2% of the available marks for the assignment per day late (For example: for an assignment worth 50%, one mark will be deducted for each day late).
   (a) Marks will be deducted as full points off the awarded mark, not as a percentage of the awarded mark. (For example: an assignment worth 50%
which is handed in two days late and initially awarded a mark of 38 will suffer a two mark penalty and receive a mark of 36).

(b) Except in the circumstances set out in paragraph 2(1) above, assignments will not be accepted at all after the designated return date for the marked assignment. If necessary, an alternative assessment task will be provided to a student who is granted special consideration or other alternative arrangements set out paragraph 2(1).

3. Handing in work

(1) No assignment will fall due during:
   (a) a mid-semester non-teaching week;
   (b) any universities’ common week; or
   (c) Stuvac.

(2) Students must keep a copy of all assignments handed in.

(3) All assignments handed in must be accompanied by the required coversheet, which must be signed and dated. An electronic signature will be sufficient for work submitted electronically.

(4) Generally assignments should be handed in at the relevant School office, either over the counter or through the provided assignment submission box.
   (a) Online submission or submission during classes is permissible only by prior arrangement with the relevant tutor or unit of study co-ordinator.
   (b) Under no circumstances should assignments be slid under a lecturer’s or tutor’s office door.

4. Appeals

Students who believe they have been inappropriately penalised for lateness may appeal that decision, as provided in the University of Sydney (Student Appeals Against Academic Decisions) Rule 2006.

NOTES

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<tr>
<th>Date</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>15 February 2015</td>
<td>• Hyperlinks updated in Related Documents</td>
<td>Zoe Morrison</td>
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<td>• Mentions of Assessment Policy 2011 replace with the Coursework Policy 2014</td>
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Faculty of Arts and Social Sciences - Late Work Provisions 2014

Date adopted: 28 April 2014
Date commenced: 28 April 2014
Approved by: Professor Duncan Ivison

Dean, Faculty of Arts and Social Science

Signature:

Related documents:

University of Sydney (Coursework) Rule 2014
Coursework Policy 2014
University of Sydney (Student Appeals against Academic Decisions) Rule 2006
Student Academic Progression Policy
Assessment Procedures 2011