

Policy on Extensions and Marks for Submitting Work on Time

Extensions

An extension of time in which to complete an essay or assignment may be granted if:

- (a) You are prevented from meeting the deadline by circumstances outside your control (such as illness)
and
(b) You apply for the extension as soon as possible after learning about these circumstances.

If the deadline has not yet passed, you should apply for an extension to the lecturer in charge of the paper. In that case the application need not be in writing, unless the lecturer specifies otherwise. The lecturer may request you to provide documentary evidence that shows that conditions (a) and (b) have been satisfied.

If the deadline has already passed, the application should be submitted to the Head of the Department. In that case the application must be in writing and should where possible be accompanied by documentary evidence which shows that conditions (a) and (b) have been satisfied.

If an extension is granted, a special, later deadline will be set, and the rules about on time marks (below) will apply to that deadline like any other.

Marks for submitting work on time

For every essay and assignment which is received on time as described above 10% of the mark awarded is in recognition of it being on time. If an essay or assignment is received within seven calendar days after the deadline it will be marked, but those marks for being on time will be lost. (For example, an essay which would have been marked 77% (A-) if it had it been on time will lose a tenth of that, 7.7 marks, and thus will receive 69.3% (B).) Note that some papers in the department do not have marks for submitting on time and thus do not allow for late submission except for a valid reason.

Essays received more than seven days after the deadline or extended deadline will not be assigned a mark. When the final grades for the paper are calculated, these essays will be treated as if they had not been submitted.

Notes

A medical certificate or letter from a student counsellor may count as evidence that a you are prevented from meeting a deadline, but does not in itself constitute the grant of an extension. If you have such documents you must still apply to the lecturer or Chairperson of Department for an extension as explained above.

If you have not been prevented from meeting the deadline by circumstances outside your control, but are then prevented by such circumstances from submitting the assignment within seven days after the deadline, you will not have your work awarded a mark.

Where the period of seven calendar days after the deadline ends on a public holiday, assignments will still be received and marked (with loss of marks for being on time) if they are submitted on the first subsequent working day.

Your attention is drawn to the following policies and regulations which are contained in the University Calendar:

Change of Enrolment Regulations	Page 96-98
Policy on the use of Maori for Assessment	Page 135-136
Student Research Regulations	Page 109-110
Regulations on Plagiarism	Page 109, 127-128
Human Research Ethics Regulations	Page 111-121
Assessment Regulations	Page 127-134
Discipline Regulations	Page 753-768
Computer Systems Regulations	Page 773-776