

Submission of essays, extensions, late submission and feedback

Submission of essays

All essays must be submitted in electronic format through Blackboard and/or Turnitin.

Applying for an extension

A request for an extension to a deadline for the submission of assessed work (essay or presentation) should be submitted to the Head of Department. Extension requests must be submitted in writing first by email. If the medical or other circumstances are severe and/or ongoing, the student should make this known to their College Tutor in order to discuss alternative options.

Essay submission dates and presentation dates will not be affected by the activities of other Schools, Departments or Faculties. Extensions will not be granted because submission dates clash with the submission dates or other activities organised by other Schools/Departments. Extensions will not be granted because of computer or printer failure: students should ensure that they save their work appropriately.

Extension applications should normally be made ahead of the submission date. Late submission on medical grounds will require medical certification. Any requests for an extension submitted after the coursework submission deadline should be submitted by a student's College tutor.

Penalties for late submission

There are **penalties for late submission** of written coursework without an extension. Please note that these penalties have been agreed and are applied throughout the School of Languages, Literatures and Cultural Studies.

- Up to one week's lateness incurs a penalty of 10 marks;
- One to two week's lateness incurs a penalty of 20 marks.
- After 2 weeks 0 will be awarded.

Feedback on course work (College policy, 2016)

Individual feedback on assessed work should be made available to undergraduate students no later than 20 working days after the assessment submission deadline. The period of 20 days is defined as 20 working days from the submission date of the piece of work. Working days do not include public holidays or days when Trinity is officially closed. Days of closure are added to the total.

In cases where the implementation of the 20 days policy is not logistically possible or academically appropriate, the lecturer will inform students in advance and provide an alternative date for the return of feedback along with clear reasons for the delay.