

Submission of essays

All essays must be submitted in electronic format through Turnitin on Blackboard

School Extension Policy

All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance and course work. Students may be required to submit coursework according to agreed submission dates. If you have a problem keeping up with coursework or have an issue submitting coursework on time please contact your tutor.

You can find your tutor on my.tcd.ie or alternatively you can contact the Senior Tutor's office:
<https://www.tcd.ie/seniortutor/students/undergraduate/>

There are penalties for late submission of written coursework without an approved extension or acceptable explanation (e.g. Medical certificate) as follows:

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

Please note that these penalties have been agreed and are applied throughout the School of Languages, Literatures and Cultural Studies.

Taken from SLLCS Handbook 2020-2021

https://www.tcd.ie/langs-lits-cultures/assets/pdf/rev_schoolhandbook_2020_21.pdf

Applying for an extension in the Department of Russian and Slavonic Studies

1. 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.
2. Extension requests must be submitted in writing first by email.
3. 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.
4. Essay submission dates and presentation dates will not be affected by the activities of other Schools, Departments or Faculties.
5. Extensions will not be granted because submission dates clash with the submission dates or other activities organised by other Schools/Departments.
6. Extensions will not be granted because of computer or printer failure: students should ensure that they save their work appropriately.
7. Extension applications should normally be made ahead of the submission date.
8. Late submission on medical grounds will require medical certification.
9. Any requests for an extension submitted after the coursework submission deadline should be submitted by a student's College tutor.

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.