School of Languages, Literatures and Cultural Studies

School Policy
Late Submission of Coursework

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Version: 1.2

Scope
This document aims to harmonise the procedures in relation to the penalties incurred by students for the late submission of coursework across all departments.

Proposed wording
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 Tutors 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% mark reduction;
- One to two week’s lateness incurs a penalty of 20% mark reduction.
- 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.

Implementation
It is proposed to include the proposed wording in the Student Handbooks.