

Academic Assignments

What can I do if I am unable to submit my assignment on time?

If you are experiencing illness or other personal difficulties which may affect your attendance or performance, you should discuss this with your module leader or other appropriate member of the university staff, as soon as such difficulties occur. You may also wish to seek advice from the Student Union Advice and Information Centre.

You may be able to apply for:

1) Extensions

Contact the module leader before the submission date to request an extension. If the module leader is not available, contact your award leader or a member of the award team. The module leader/award team will discuss your circumstances with you and advise you whether an extension is appropriate. In this case, an extension of up to two weeks may be authorised.

Alternatively a recommendation may be made that you apply for deferral.

2) Deferral

If an extension of up to two weeks is inappropriate or inadequate, you may apply for a deferral of the submission date.

Application forms for deferral are available from Registry in the School of Health Sciences. They must be completed in full, signed by you and be received by Registry before the submission date.

All applications must be accompanied by written supporting evidence from a third party. An example of this evidence is a Medical Certificate.

You will be asked to give an indication of when you expect to be able to submit the assignment.

3) Special consideration

University regulations covering Special Considerations can be found online in the University Calendar at <http://www.calendar.soton.ac.uk/sectionIV/credit-bearing-progs.html> (see paragraph 3 on that page)