

LATE SUBMISSION POLICY

VERSION HISTORY			
VERSION	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	30/08/2021	original	Head of Student Services (RM)

This policy applies to all University of Buckingham programmes studied through Learna.

Students who believe they have good cause for late submission, or failure to submit, should consult [Mitigating Circumstances: Policy And Procedure](#) which sets out what they should do and how their case will be considered. Any students who believe they have mitigating circumstances should act to inform Learna quickly. Students who do not have mitigating circumstances or who fail to correctly apply for mitigating circumstances will need to follow the policies and procedures outlined in this document.

1. Late submission policy

Students who fail to submit an assessment¹ on time, without mitigating circumstances, will be permitted a further seven calendar days to submit the work, but this work will be awarded a maximum of a bass rate pass mark. If students fail to submit work within this seven day period, without mitigating circumstances, the assessment concerned will be recorded as a fail and receive 0%. The only exception to this will be students who have an Individual Support Plan in place, in which case the work submitted during this period will not be capped.

The seven day grace period set out above applies only to individual assessments. It does not apply to:

- group work assessments.
- examinations, in-class tests, presentations, clinical practice appraisals and performances.
- referred work or to work submitted as a first attempt during a resit period (with the exception of students with an Individual Support Plan, where work submitted within this period will not be capped).
- work where an extension has already been granted for mitigating circumstances.

¹ An assessment in this case is not a type of examination or type of time constrained assessment.

2. Late submission flow chart

