Coursework Submission Policy

The requirements for each Programme/Module will be outlined in the appropriate Programme Handbook/Module Outline.

All assignments must be submitted by the published deadline. Some assessments will be submitted electronically via Moodle others will be submitted in hard copy via the Teaching Office or directly to the Module Leader.

Students on the MSc Clinical Pharmacy, International Practice and Policy, PG Dip General Pharmacy Practice and MSc Pharmacy Practice (APP Fast track) are normally required to submit their coursework via the Pharmacy Practice Office in Room 336, Brunswick Square.

Coursework must be submitted with a completed coursework coversheet attached. A generic coursework coversheet is available on the School website under *Student Life/Student Information* here*:* http://www.pharmacy.ac.uk/studentregulations.html. Some programmes/modules may have their own specific coversheets and you will be notified of this at the start of your studies.

All work must be stapled, bound or contained within a plastic or cardboard wallet. Work that is handed in loose-leaf can easily become lost when there are lots of assignments being submitted at the same time.

Students must ensure that they submit the correct assignment and that the version they submit is the final one and not a draft. Students will not be able to claim extenuating circumstances for submitting the wrong piece of coursework.

Late or Non-submission of Coursework

All students are required to submit coursework by the published deadline or a penalty may be imposed. If a student is unable to submit a piece of coursework on a set date due to extenuating circumstances beyond their control, the student must submit an extenuating circumstances form accompanied by original documentary evidence in advance of the deadline. If the extenuating circumstances are accepted as a valid reason for late submission, no penalty will be imposed. The student will be informed by the School Registry if their request has been accepted.

If there are no valid extenuating circumstances for non or late submission, then a late submission penalty will be applied as per the UCL regulations:

i) The full allocated mark should be reduced by 5 percentage points for the first working day after the deadline for the submission of the coursework.

ii) The mark will be reduced by a further 10 percentage points if the coursework is submitted during the following six calendar days.

iii) A mark of zero will be recorded for coursework submitted more than seven calendar days after the deadline but before the end of the second week of the third term. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed. Coursework submitted after the second week of the third term will not be formally marked and will not be considered complete.

iv) Coursework submitted after solutions have been published will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within seven calendar days of the deadline. Nevertheless, the assessment will be considered to be complete provided the coursework contains material than can be assessed.

v) In the case of dissertations and project reports submitted more than seven calendar days late, the mark will be recorded as zero but the assessment would be considered to be complete.

vi) Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.