Minor changes to procedures and the application of academic penalties relating to the late submission of theses and other written exercises.

With effect from 1 October 2013

In *Examination Regulations 2012*,

p.45, l. 26 to p.46, l. 35, insert underlined text and delete struck through text.

‘Late submission of work

16.8.

(1) Where a candidate for any written examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that examination wishes on some reasonable grounds to be permitted to present such thesis (or other exercise) later than the date prescribed by any statute, or regulation, the procedure shall be as follows:

(a) the candidate shall apply in writing through the Senior Tutor of his or her college to the Proctors for such permission enclosing the grounds for the application;

(b) in cases where a significant extension of time is requested, or where the proposed new submission date is beyond the date by which the thesis (or other exercise) may reasonably be assessed for consideration at the relevant meeting of the examiners, the Proctors shall consult the chairman of examiners; they shall then decide whether or not to grant permission;

(c) in cases where an extension of time is requested which results in the submission date being beyond the term of office of the current examiners, the application shall be considered by the Chairman of the Education Committee or another member of the Committee, other than one of the Proctors, nominated by the Chairman.

(2) If permission is granted, the examiners shall accept and mark such a thesis (or other
exercise) as if it had been submitted by the prescribed date.

(3) If a candidate fails to submit a thesis (or other written exercise) on time without prior permission, but submits it on the prescribed date of submission, the examiners shall mark the submitted work and impose an academic penalty according to the established conventions agreed by the relevant supervisory body and the candidate shall pay a late presentation fee. A candidate may apply to the Proctors in writing through the Senior Tutor of his or her college to request that the examiners take into account the circumstances of the late submission. Such an application should be made within five working days of the prescribed date of submission. If the Proctors accept the application, they shall forward it to the chairman of examiners. If the Proctors decide not to accept the application, they shall inform the Senior Tutor in writing of the reasons why.

(4) If a candidate fails to submit a thesis (or other written exercise) on time without prior permission, the Proctors may after making due enquiries into the circumstances permit the candidate to remain in the Examination and to submit the work late under arrangements similar to those set out in paragraph (1) above, but submits after the prescribed date of submission, the Proctors shall enquire into the circumstances. If they permit the candidate to remain in the Examination, then they shall instruct the examiners to accept and mark the work, and forward to the chairman of examiners an account of the circumstances of the late submission. They may give leave to the examiners to impose an academic penalty according to the established conventions agreed by the relevant supervisory body. It shall be a condition of any permission granted under this regulation that the candidate shall pay a late presentation fee the amount of which shall be determined by the Proctors according to the facts of the particular case.

(4) In cases arising under paragraph (3) above, the Proctors may give leave to the examiners to impose an academic penalty according to any established conventions agreed by the relevant supervisory body or, if there is none, according to guidance issued by the Proctors.

(5) The examiners shall give due consideration to either the conventions or the guidance issued by the Proctors, and in either case report back to the Proctors on the penalty imposed. They shall give a reasoned justification for their decision where this differs from the conventions or the guidance.

(5) Where provided for by regulation, submissions must be accompanied by a declaration of authorship and originality. The examiners are under no obligation to mark any submission not so accompanied. This declaration should be in a sealed envelope (which may be included inside the envelope used to hand in the written work). In the event that the Declaration of Authorship is submitted late, the Proctors may recommend that the examiners apply an academic penalty.

(6) A candidate who is dissatisfied with a decision made by the Proctors under this regulation may, or his or her college may, appeal against it in accordance with the procedure set out in regulation 18.1 below.'

Explanatory Notes

This change allows the Proctors to approve short extensions of time for submissions without first consulting Chairs of Examiners. It also allows that the Proctors should consult with Chairs of Examiners only where a significant extension of time is requested or when the extension of time will cause difficulties in the examining timetable. It clarifies that applications for extensions of time which go beyond the term of the current examiners
should be considered by the Chairman of the Education Committee.

This change also allows Chairs of Examiners to impose an academic penalty and for a late presentation fee to be charged for theses (and other written exercises) received after the due time of submission but on the date of submission without first referring to the Proctors.

It makes provision for students to appeal decisions of automatic academic penalties.