

## **INCOMPLETES, RESCHEDULED EXAMS, AND DELAYED SUBMISSION OF COURSEWORK: POSTGRADUATE**

1. Postgraduates may petition to the Academic Progress Committee to complete assignments that they did not submit or assessments that they did not sit due to mitigating circumstances. The second opportunity to sit an exam as if for the first time is known as a “re-sit”.
2. Postgraduates that sit an exam or submit an assessment acknowledge that they are fit to do so and take responsibility for the grade received.
3. For coursework, postgraduate students may apply to the instructor for an informal extension of up to five working days. Students must request this before the original submission deadline, and evidence is not required for informal extensions. For extensions beyond this, see the next point.
4. Postgraduate students with evidenced mitigating circumstances for failing to submit work, including the dissertation, by the original deadline (or the informal extension deadline for coursework) petition to the Academic Progress Committee for an extension to submission.  
See Mitigating Circumstances Guidance.
5. Postgraduate students with evidenced mitigating circumstances for missing a final exam must petition the Academic Progress Committee to reschedule the exam in Week 4 of the following semester.
6. Postgraduate students are expected to petition to the APC as soon as possible after the exam has taken place, or as soon as possible after the final deadline for grade submission in a semester has passed. Petitions received after Week 2 of the semester after the course was originally taken are not normally considered.
7. If the petition is approved an interim grade of I (incomplete) is assigned. Incomplete grades have no quality points and are not factored into a postgraduate’s semester or overall GPA.
8. Rescheduled examinations are completed in the official re-sit period, which is the fourth weekend of the semester following the original exam date. Further rescheduling of examinations is not ordinarily permitted.
9. For APC-approved Incomplete coursework deadlines, postgraduate students may apply to the instructor for an informal extension of up to five working days. Students must

request this before the APC-approved deadline, and evidence is not required for informal extensions. For extensions beyond this, see the next points.

10. Postgraduate students will only have one academic year in which to submit coursework approved for an extension by the Academic Progress Committee. For the avoidance of doubt:

|                | <b>Assignment deadline</b> | <b>First petition to APC deadline</b> | <b>First APC-approved assignment deadline</b> | <b>Second petition to APC deadline</b> | <b>Second APC-approved assignment deadline</b> | <b>Third and final petition to APC deadline</b> | <b>Third and Final APC-approved assignment deadline</b> |
|----------------|----------------------------|---------------------------------------|---|--|--|---|---|
| <b>F<br/>A</b> | Week 14 Fall               | Week 2 Spring                         | Week 4 Spring                                 | Week 2 Summer                          | Week 4 Summer                                  | Week 2 Fall                                     | Week 4 Fall   |
| <b>S<br/>P</b> | Week 14 Spring             | Week 2 Summer                         | Week 4 Summer                                 | Week 2 Fall                            | Week 4 Fall                                    | Week 2 Spring                                   | Week 4 Spring   |
| <b>S<br/>U</b> | Week 0 Fall                | Week 2 Fall                           | Week 14 Fall                                  | Week 2 Spring                          | Week 14 Spring                                 | Week 2 Summer                                   | Week 8 Summer   |

11. Failure to meet the deadlines determined by the APC or a subsequent informal extension of five working days by the instructor, will result in the grade of 'I' removed, and the instructor's original grade being restored. If no work was submitted by the beginning of week eight a failing grade will be entered.

## VERSION MANAGEMENT

| <b>Responsible Department: Registry Services</b> |  |   |                       |
|--|--|---|-----------------------|
| <b>Approving body: Academic Board</b>            |  |   |                       |
| <b>Edition no.</b>                               | <b>Key Changes</b>   | <b>Date of approval</b>   | <b>Date of effect</b> |
| 001  |  | 24 July 2018  | 28 August 2018        |
| 002  | Amendments to contacts/titles  | 25 Jan 2019   | 27 August 2019        |
| 003  | Added point re: postgraduate students having one academic year in which to submit coursework approved for extension.             | 25 June 2020  | 11 August 2020        |
| 004  | Removed references to F grades.  | May 2021  | 01 Sept 2021          |
| 005  | Adjusted deadlines for original summer work, added deadline table to explicitly state third opportunity within one academic year | August 2022   | 01 Sept 2022          |
| 006  | Added fit-to-sit, informal extensions and updated the petition deadlines table   | June 2024   | 01 Sept 2024          |
|  |  |   |                       |
|  |  |   |                       |
|  |  |   |                       |
|  |  |   |                       |
|  |  |   |                       |
|  |  | <b>Restricted access?</b><br><i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                       |