

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

General Principles

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 or an appropriate time due to the student’s circumstances.
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:

	Assignment deadline	First petition to APC deadline	First APC-approved assignment deadline	Second petition to APC deadline	Second APC-approved assignment deadline	Third and final petition to APC deadline	Third and Final APC-approved assignment deadline
F A	Week 14 Fall	Week 2 Spring	Week 4 Spring	Week 2 Summer	Week 4 Summer	Week 2 Fall	Week 4 Fall
S P	Week 14 Spring	Week 2 Summer	Week 4 Summer	Week 2 Fall	Week 4 Fall	Week 2 Spring	Week 4 Spring
S U	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.

Reassessment without Mitigating Circumstances petitions

13. In exceptional circumstances, a Programme Director may allow a postgraduate student or cohort of students without mitigating circumstances evidence the opportunity to reattempt assessment with the aim of repairing a failing grade prior to the formal ratification of marks for the course. Examples of this could include when an individual course is no longer taught or is offered infrequently, making a repeat of the course less feasible.
14. Reassessment attempts of this type must be approved by the Head of Department and will be capped at a maximum of C grade (pass).
15. Only one reassessment attempt is permitted per course.
16. Where a student fails a reassessment attempt on their original registration of the course, they may register to repeat the course according to the normal process and associated fees. (See Registration Policy: Postgraduate)

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Edition no.	Key Changes	Date of approval	Date of effect
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
007	Added reassessment without mitigating circumstances section, to introduce opportunity to repair grades	31 July 2026	01 Sept 2026
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	