

**October 2022**

**Department of Sociology and Centre for the Study of Politics**

**Assessment Policy Note for students**

The Department of Sociology have a policy for coordinating assignments and for ensuring equal, consistent engagement and support across all modules, and an efficient administrative system to record assessment extensions. The following arrangements now apply to all undergraduate modules including Special Topics.

Students will be informed of assignment requirements and deadlines early in each Semester.

Requests for extensions for assignments worth less than 20% should be sent only to your module lecturer.

For larger assignments worth 20% or more, students should proactively manage their work and engage by submitting an extension request\* - students who do this will be given a two-week extension period with 'no penalty'. Students should, as early as possible, email the module lecturer with your name/module code and the word 'extension' in the subject bar, and the reason with evidence\* for the extension in the body. CC the email to [Sociology.HOD@MU.ie](mailto:Sociology.HOD@MU.ie)

\* 'Evidence' is generously interpreted to include doctor's cert, engagement with MU services, a personal email confirming conversation with staff member (reasons can include care, family, employment etc). Evidence that is 'private' in nature can be emailed separately to the lecturer

Your lecturer will respond to you confirming your extension.

It is our practice to be as supportive as possible. Students who have not submitted or sought an extension will be followed up by the lecturer one week after the deadline. If there is no further engagement, the student will be emailed by the Head of Department two weeks after the submission date and offered details on student support services.

Submission portals on Moodle will be kept open for all late submissions (with or without extensions). It is useful to email your lecturer to advise them you have submitted a late assignment.

Students with no formal extension are still permitted to submit a late submission but a central 10% penalty deduction will be applied.

This guidance applies to all Erasmus and international Undergraduate - except students only studying for Semester 1, when the 'exam' is substituted by CA. One semester students advise their lecturer as early as possible that they are S1 only students so they can be informed of alternative assessment as soon as possible.