

ASSIGNMENTS SUBMITTED LATE

Master of Computer and Information Sciences & PGradDip/Cert CIS, BCIS (Hons)

Part 1 Applying for an extension

1. If you are falling behind with your work you should contact the paper coordinator at the earliest opportunity. No assignments submitted after more than **five** days of the due date will be accepted, unless an extension has been granted prior to the due date, as outlined below.
2. To be granted an extension, you must:
 - i. Approach the paper coordinator **before** the assignment is due, and
 - ii. Seek an extension based on medical or compassionate grounds, and
 - iii. Apply for an extension using the prescribed application for extension form (download from the SCMS Web site/Information for students,
http://www.aut.ac.nz/resources/schools/computing_and_mathematical_sciences/information_for_students/aegrotat-appforspecial.pdf (refer **Application for Special Consideration**)
3. Extensions of time to complete assignments will only be granted in very exceptional circumstances. This is to ensure that students are treated with fairness and consistency, and that lecturers can manage the marking of assessments in an efficient manner.
4. If a medical certificate is used to support the application it needs to be issued on the AUT approved form (download from the SCMS Web site/Information for students,

http://www.aut.ac.nz/resources/schools/computing_and_mathematical_sciences/information_for_students/aegrotat-appforspecial.pdf (refer **Application for Special Consideration**).

5. Emergency cases such as a car accident resulting in injuries will be dealt up with on a case by case basis by the paper coordinator and the MCIS programme leader. In such cases it might be appropriate to request an alternative assessment (download from the SCMS Web site/Information for students,

http://www.aut.ac.nz/resources/schools/computing_and_mathematical_sciences/information_for_students/aegrotat-appforspecial.pdf (refer **Application for Special Consideration**)

Part 2 Assignments submitted late, no extension granted

6. Assignments submitted late, with no extension applied for, will be accepted up to **five** days late of the deadline, including non-working days. However the mark will be reduced accordingly at the discretion of the paper coordinator, up to **5%** per day. Assignments received after the stipulated period of five days (no extension granted) will **not** be marked and will receive a fail grade (**D**)

Part 3 Dispute resolution

7. Students need to discuss issue related to assignments submitted late with their lecturer and/or course coordinator or; issues not resolved need to be taken to the MCIS Programme Leader and/or Faculty Postgraduate Exam Board via the MCIS Programme Leader.