

# **Tobias School of Art & Therapy**

## **Policy on Submission of Course Assignments**

Reviewed and approved October 2017, last updated September 2021.

### **1 Submitting Assignments and Dissertations**

1.1 For this policy the term 'Assignments' refers to all assessed work including assignments, Art Journals, Learning Statements, Case Study and Dissertation.

1.2 It is your responsibility to make yourself aware of the dates for the submission of Assignments. The submission dates are on the guidelines for your assignment. If there are any changes to those published dates you will be notified at the earliest opportunity.

1.3 You must submit assignments by the published deadlines.

1.4 All assignments should be sent as paper copies or handed in at the Office.

1.5 For each submission two paper copies of the assignment are required.

1.6 One copy will kept by the School and the other returned to you.

1.7 Always keep a copy of the work you submit.

### **2 Plagiarism**

2.1 This is defined as the copying through deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work and therefore is considered a form of cheating. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Hence the School treats plagiarism as a very serious offence and can punish students who plagiarize with course failure and suspension.

2.2 All of the following are considered plagiarism:

- handing in someone else's work as your own

- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

2.3 Most cases of plagiarism can be avoided, however, by citing sources used. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. When you cite a source, you are using an expert's ideas as proof or evidence of a new idea that you are trying to communicate to the reader.

### **3 Requesting a Submission Extension**

3.1 You should discuss any problems you may have in completing your coursework with your tutor; Helen Mandy, Sarah Baganz or Gillian David.

3.2 Extension requests should be applied for as soon as possible so that you can be informed of the decision prior to the original submission date. If an extension is not granted you must submit the work by the published submission date or be penalised for the late submission of work.

3.3 If you wish to apply for an extension to the deadline for submitting an assignment, you must:

- Obtain agreement for late submission before the existing deadline date.
- Put your request and reasons why you cannot meet the existing deadline in writing and send to the Office.

3.4 Retrospective requests for extensions will not normally be granted.

3.5 The following are the principles for what constitutes circumstances for an extension request to be granted.

3.5.1 Non-academic

3.5.2 Unexpected

3.5.3 Significantly disruptive

3.5.4 Arising from matters beyond your control

3.5.5 Likely to have affected your academic or clinical performance

3.6 The following are examples that may be considered as acceptable for an extension

- Illness which either prevents you from working altogether or considerably affects your ability to work effectively. **Requests based on illness MUST be accompanied by a doctor's note.**
- a short-term absence from Tobias i.e. as a result of illness for 7 days or less where the absence occurred within the two week period immediately preceding the deadline for the submission of a piece of coursework or the delivery of an assessed presentation. It is recommended that in instances where students have been absent for a short period as a consequence of a minor illness i.e. no more than 7 days within the two week period immediately preceding the submission of a piece of assessed work then a deadline extension of up to 7 days be given.
- Serious personal problems such as relationship problems or family emergency; illness/death of close relatives including attendance at funerals; victims of crime; accommodation crises; court cases; accident or sports injury.
- Jury Service

N.B. In all cases students must provide suitable documentary evidence to support their request for an extension.

3.7 The following will **not** be regarded as grounds for applying for an extension to the submission date. This includes any event that could have been reasonably expected or anticipated:-

- Weddings, holidays.
- Inadequate planning and time management.
- Pressures of paid work (in exceptional circumstances requests will be considered where there has been a temporary but substantial increase in workload which was imposed at short notice and which could not have reasonably been foreseen. This will require written confirmation from your employer).
- Computer or printer failure resulting in loss of data.
- Failure to submit specified assignments through misreading of a published submission date.
- Difficulties with the English language
- Travel delays

3.8 The above two lists are not exhaustive, nor does the existence of acceptable grounds guarantee that an extension will be granted. Students are expected to take reasonable action to minimise disruption to their studies.

## 4 Late Submission

4.1 An assignment handed in up to 7 days late and without an agreed extension of time will only be eligible to receive the maximum grade of 'pass' for the work.

4.2 An assignment handed in after this 7 day period and without an agreed extension of time will be treated as a re-submission assignment. As per 3.1 above, the assignment will only be awarded a possible maximum mark of 'pass' for the work. In addition, if that assignment is failed then no further re-

submission will be allowed and student will be unable to progress, and hence the student will be required to leave the course.

## **5 Special assessment arrangements**

5.1 Students with an agreed disability may request special assessment arrangements for assignments. Special arrangements may be made on an individual basis to compensate for any difficulties caused by the disability. Please contact Gillian David or Helena O'Sullivan (Student Welfare Officer) for further information.

## **6 Deferral and Intermission circumstances**

6.1 In exceptional circumstances if you have experienced a major disruption to your studies a deferral or intermission may be granted and its length agreed depending on individual circumstances. Examples of this could be due to maternity, a major accident or illness.

6.2 If you wish to make a claim for extenuating circumstances you must write to the office within five working days of the submission date for the assignment for which extenuating circumstances are being claimed, unless there are exceptional circumstances which make this impossible.

6.3 In order for the School Examination Board to grant such a deferral or intermission and to satisfy our own external academic accreditation authorities you need to supply evidence and to keep us updated on progress of the situation.

## **7 Appealing against the decision of the School Examination Board for an Extension Request**

7.1 You can appeal against the decision of the School Examination Board.

7.2 You can only appeal after the School Examination Board has made a decision and you have been informed of the decision.

7.3 In your appeal letter you will need to give clear reasons for the appeal. The letter to be addressed to the Tobias Trustees and given to the office for onward transmission.

## **8 Final Completion Date to be Eligible for the Award**

8.1 Notwithstanding the above however, in line with Higher Education and University protocols, the usual maximum time period to complete the course is 2 years from the last taught element of the course. This includes satisfactory completion of all assignments, clinical placements hours, Case Study and Dissertation.

8.2 In line with Higher Education and University protocols, the absolute maximum time period to complete the course is 6 years.

Tobias Office contacts: Helena O'Sullivan & Tony Cox.