

Permitted Extended Deadlines (PED) for Essays and Assignments

Policy and Procedural Guidelines

Contents

1. Policy	3
2. Procedures	3
2.1 Procedure for 32.2 4	4 professional services staff of PED entitlement
Disability Advisor Responsibilities	4
Student Responsibilities	4
Department Officer Responsibilities	4
2.3 4 Department staff of use of PED	4
Student Responsibilities	4
Academic Staff Responsibilities	5
Department Office Responsibilities	5

1. Policy

From 2020-21 all PGT and UG students who meet either of the following criteria are entitled to **an additional seven calendar days** to submit their coursework, taking into account the rules below.

1. Have a Study Inclusion Plan (SIP) on the basis of either a disability or specific learning difference for current programme of study or
2. SOAS Learning Support Agreement (LSA) on the basis of either a disability or specific learning difference for current programme of study

This provision is known as **Permitted Extended Deadlines (PED)** for coursework submission.

In academic years up until 2020-21 PED was applied only to students with Specific Learning Differences (SpLDs). In light of the fact that students with disabilities may be disproportionately impacted by the COVID pandemic the criteria has now been extended to cover all students with a disability and a SIP from academic year 2020-2021 onwards. This is being trialled for two years as the School moves towards delivering inclusive learning and teaching.

Please note that this extension of the criteria to include all students with disabilities cannot be applied retrospectively to previous academic years.

The following rules apply:

1. **PED only applies to coursework with submission deadlines on or before Friday, week 1 of term 3.**

Please note the overall School deadline is Friday, week 2 of term 3. Submissions after this date will not be accepted and will not be marked.

The only exception to this is taught programmes at IFCELS (ICC Foundation, FDPS Pre-Master's and ELAS English Language and Academic Studies), for which the deadline extension will be available throughout term 3.

2. **Late submissions:** Students who exceed the permitted seven calendar days will be subject to the usual School penalty for late submission for each day they exceed the entitlement; see section 3 in the [Coursework Submission Policy](#).
3. **Programmes of study and modules which are excluded from the entitlement are:** those delivered at the SOAS Language Centre, short courses and pre-sessionals (for example as delivered at Summer Schools or at IFCELS), teaching delivered via distance learning, or programmes and intercollegiate modules when administered by other institutions.
4. **The entitlement is for essays and also includes ISPs. However, the following forms of assessment are exempt from the entitlement:** learning journals and reflective pieces of writing, quizzes, presentations, postgraduate dissertations, research degree assessments, reaction papers and continuous or formative assignments, e.g. language acquisition homework. End of year online school examination essays are also exempt.

2. Procedures

2.1 Procedure for requesting PED

- 2.1.1 New students or continuing students who are disabled and who do not have a Study Inclusion Plan (SIP) or a Learning Support Agreement (LSA) should contact the Disability and Neurodiversity Team (studentadviceandwellbeing@soas.ac.uk) to request an assessment with a Disability Advisor . Please note that you will need to provide the Disability and Neurodiversity Team (DNT) with evidence of your disability prior to the appointment. During busy periods it may take up to three weeks to process your request. We encourage students to come to see us during the first term whenever possible.
- 2.1.2 A request for an assessment for a SIP report must be made three weeks before the deadline for the first essay for which you wish to apply the PED. This entitlement can only be applied from the year in which the SIP was created and not for previous academic years.
- 2.1.3 Continuing students with an existing SIP who meet the above criteria are automatically entitled to extended deadlines of seven calendar days for coursework submission. Students are responsible for reviewing and confirming their SIP each academic year by visiting <https://studentonline.soas.ac.uk/>

2.2 Procedure for informing academic and professional services staff of PED entitlement

Disability Advisor responsibilities

1. The Disability Advisor will assess students' evidence and completed confidentiality form and create a Study Inclusion Plan (SIP) which includes PED as a reasonable adjustment and a link to this document is shared with the student.
2. The Disability and Neurodiversity team will send an automatic reminder to all continuing students with a SIP and Module entry to review and redistribute their SIP each academic year.

Student responsibilities

1. The student will submit evidence and completed confidentiality form to DNT and upon receiving an email alert will review and confirm their Study Inclusion Plan by visiting <https://studentonline.soas.ac.uk>
2. Continuing students with module registration will each academic year review and distribute their SIP by visiting <https://studentonline.soas.ac.uk>
3. Continuing students with Learning Support Agreements (LSA) should contact the Disabilities Team to update their LSA to a Study Inclusion Plan.

Department Officer responsibilities

1. The Department has access to all individual SIPs via Columbus and SSRS reports listing all students with a SIP for resolving student and academic PED queries.

2.3 Procedure for informing academic and departmental staff of use of PED

Student responsibilities

1. Students are encouraged to plan ahead in relation to essay deadlines and liaise with academic and learning advisors on how best to use the extension. Ideally, students will make use of this entitlement to *stagger* deadlines only where necessary.
2. Students will submit the essay as requested by the department. This is usually online via Turnitin. Please refer to your departmental guidelines regarding submission procedures.
3. Students can, if they wish, email the relevant module convenor to let them know they have submitted work late using PED but this is not a requirement.
4. The entitlement to extended deadlines for essays is for essays which have submission deadlines on or before Friday, week 1 of term 3.

The overall School deadline is on Friday, week 2 of term 3. Submissions after this date will not be accepted and will not be marked.

Academic Staff responsibilities

1. Academic staff will encourage all students with disabilities and specific learning differences to share their SIPs with teaching staff.
2. Academic staff to review student SIPs that are sent to them via automatic email alert via Columbus or as a PDF via email.
3. Encourage all students to submit their essays on time whenever possible by providing reading lists and essays titles in plenty of time on Moodle and staggering deadlines.

Department Office responsibilities

1. The Department Office is responsible for ensuring that all students with a SIP are awarded PED in line with the criteria in this policy and related school regulations for coursework submission.
2. The department will run the appropriate SSRS report to identify any student with a SIP whose status is either “with student” or “Published” to ensure they are awarded extended deadlines of seven calendar days for coursework submission in line with the criteria in this policy and related school regulations for coursework submission.
3. The Department Office will liaise with the mitigating circumstances panel and apply the School penalty for any essays submitted beyond the approved additional seven calendar days for online submission as set out in the regulations.

Document Version

Valid from	Author	Changes	Date
2015/16	SOAS Disability & Dyslexia Service	Introduction of Policy.	September 2015
2018/19	Eva Peters, Curriculum & Regulations Officer	Terminology updates in line with restructuring. Approved by LTQC 30.05.2018.	September 2018
2020/21	Chloe Weanie, Quality Assurance Lead Officer	Criteria extended to cover all students with a disability and a SIP from academic year 2020-2021 onwards. Approved by TeLSOC 02.12.2020.	January 2021