

Permitted Extended Deadlines (PED): Frequently Asked Questions (FAQs)

1. How do I know if I am eligible to use PED entitlement?

All students who have a Study Inclusion Plan (SIP) for a current programme of study are eligible to use PED. This includes students in Foundation College, Undergraduate, Postgraduate students and Distance Learning students. Students studying for a MPhil or PhD may require alternative arrangements due to the nature of their studies.

If you have a SpLD or disability but do not have a SIP, please register with the disability office by uploading your diagnostic assessment report or [supporting documentation](#) and completing the online Confidentiality Agreement form at saaw.soas.ac.uk.

2. For which assignments can I use PED?

You can use PED for all formative essays and written assignments submitted via Turnitin. This includes UG Independent Study Projects (ISPs) and PG dissertations.

3. What am I entitled to with PED?

You are entitled to an additional seven calendar days for submission via Turnitin. Public holidays and dates SOAS is closed are not added in addition to the seven days. This is the *maximum* use of the entitlement, and you may not need to use all 7 days for any given assignment.

4. I have used my PED entitlement and I need more time. Can I apply for self-certification / mitigating circumstances?

You can apply for mitigating circumstances up until the PED deadline. (see the [Mit Circs policy](#) / [Mit Circs FAQs](#)). You need to apply for mitigating circumstances by 11.59 pm of the PED deadline. Extra time you are awarded due to mitigating circumstances is applied **in addition** to PED.

5. What happens if I submit past the PED deadline without mitigating circumstances?

Students who exceed the permitted seven calendar days will be subject to the usual School penalty for late submission. This is the deduction of two marks for each day they exceed the entitlement. (see:- [PED Policy](#)).

6. Are there any programmes of study and modules which are excluded from the entitlement?

The following programmes and modules are excluded from the entitlement: -

- submissions for the SOAS Language Centre
- short courses and pre-sessional courses (e.g. those delivered at SOAS Summer schools or by IFCELS)
- programmes and intercollegiate modules administered by other institutions

7. Are there any types of submission which are excluded from this entitlement?

PED does not apply to resubmission deadlines in the same year of academic study e.g. the late summer assessment period or re-submission deadlines in subsequent academic years.

8. I am in the process of registering my disability/ SpLD with DNT: Can I use PED?

If your supporting documentation has been approved, you can use the PED. You will have received an email from DNT to say the supporting documentation has been approved.

9. Can I re-submit my work after the original deadline and before the PED deadline?

- Whilst you can re-submit work up to the original deadline, you cannot re-submit essays on Turnitin after the date of the **original deadline**.
- If you wish to use PED, please do not submit any drafts or submissions prior to the original deadline. You have one opportunity to submit after the original deadline and this must be your first submission.
- If you encounter problems submitting your assignment on Turnitin you can email a copy to your department. Please follow relevant course-work submission guidelines.

10. What do I need to do next?

This entitlement is automatic if you have a SIP for your current programme of study. Please ensure you have visited online student services to confirm and distribute your SIP to your module convenors and other teaching staff each academic year.

11. I have uploaded my assignment, but the submission shows up as red/late despite my entitlement. Why has this happened?

When submitting online via Turnitin, your submission will show as red/late because the software merely checks the submission time against the official deadline. This will be addressed at the end of the academic year where processes will ensure that PED is taken into consideration and the correct mark recorded on the database.

12. Where can I get further information and assistance?

For more information, please refer to the [Disability & Neurodiversity Team webpages](#) or contact DNT.

13. How does an academic staff member check if you are entitled to use PED?

An academic can ask you to provide a copy of their SIP. Module convenors and Academic Advisors can also view SIPs of students they are teaching via [Columbus](#).

To get support with Columbus, academic staff can contact the IT Helpdesk or their academic department student support officers who also have access to SIPs.