

SCHOOL OF HISTORY  
UNIVERSITY COLLEGE CORK

**Penalty Exemption Scheme**

- All course work must be submitted by the prescribed deadline.
- Where work is submitted up to, and including 7 days late, **10% of the total marks available shall be deducted from the mark achieved.** Where work is submitted up to, and including 14 days late, **20% of the total marks available shall be deducted from the mark achieved.** Work submitted 15 days late or more shall be assigned a **mark of zero.**
- If there are extenuating circumstances, students submitting late work may apply for exemption from the School of History's *Penalty Exemption Committee (PEC)*. The committee may waive all, or part of the penalty, or it may reject the application altogether. **Please note that exemption of the penalty will be the *exception* rather than the rule.**
- Students who are unavoidably absent from **in-class tests and/or oral presentations**, may also apply under this scheme for permission to take these elements of the assessment process at a later date, *in consultation with the relevant lecturer.*
- Applications must be made on the prescribed form (attached) and **must include** appropriate documentation. Guidelines on acceptable extenuating circumstances are given below.
- The final deadline for the submission of late work and applications for penalty exemption, is **three weeks** (21 calendar days) after the prescribed deadline for a piece of assessed work. Applications for penalty exemption for work submitted more than three weeks late will not be accepted by the Penalty Exemption Committee, but a student may appeal their case to the Head of School, with supporting documentation, etc., in such instances.
- Regarding **Case Study and Seminar attendance**, Students may appeal failure to fulfil the requirement for two-thirds attendance. *Appeals in relation to case studies and seminars must be lodged by the end of the 2<sup>nd</sup> semester.* The appeals should be made on the same documentation as the rest of the Penalty Exemption Scheme. Documentation of the *extenuating circumstances must cover the whole of the period during which the student was absent from class.*

**\*The Penalty Exemption Scheme does not apply to supplemental assignments being submitted late for the Autumn repeat examinations. In such cases the Head of School must be contacted.**

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**GUIDELINES ON EXTENUATING CIRCUMSTANCES FOR LATE SUBMISSION  
OF ASSESSED WORK**

The following table provides examples of both acceptable and unacceptable extenuating circumstances for the late submission of assessed work. **Medical certification or the equivalent is required in all cases of acceptable extenuating circumstances. Medical certificates must include a statement from the doctor that the student has been sick and not merely a statement that the student says he/she has been sick. In cases of bereavement of a close relative, a copy of the bereavement notice should be included with the application with confirmation of the close connection.**

EXTENUATING CIRCUMSTANCES	NOTES
<b>Normally Acceptable (with evidence)</b>	
1. Death of a close relative	'Close' means parents and guardians, partner or spouse, children and siblings. It may include grandparents or other relatives if the School is satisfied that their relationship was close.
2. Serious illness of student	It should be an incapacitating illness or an on-going illness or medical condition. It also includes breaks and serious sprains to the normal writing hand/arm.
3. Serious illness of a close relative	See notes above for the definition of 'close'.
4. Financial Problems	Stress brought on by financial concerns. Note: It is the student's responsibility to maintain a proper balance between non-academic work and study.
5. Serious personal disruption	Divorce; fire; burglary; serious assault; jury service.
6. Pregnancy	A medical report from the student's doctor or midwife must be provided in support of such grounds, which can also include the aftermath of childbirth. Pregnancy of a wife/partner would be acceptable grounds in certain circumstances.
<b>Not acceptable</b>	
1. Social activities	Hectic social life; parties; visits to/from friends.
2. Temporary self-induced medical conditions	Hangover; drug taking (excluding prescribed medication).
3. Minor ailments	Coughs; colds; sprains (other than in the writing hand/arm).
4. Non-serious personal and domestic disruptions which could have been anticipated or planned	Moving house; weddings; holidays; failed transport arrangements, computer break-downs, laptop malfunctions, printing failures.

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## **Application for Exemption of Penalty**

Student Name:

Student Number:

Module Code & Title:

Assessed coursework item:

Submission Deadline:

Date submitted: (Note: work submitted more than three weeks (21 calendar days) late will not be accepted and neither will applications for exemption)

Number of Days Late:

**Statement of Extenuating Circumstances** (extend on space provided below, if necessary, for the statement and **attach documentation** of medical and other certification):

Date:

Please submit digitally to Ms Colette Pettit at [c.pettit@ucc.ie](mailto:c.pettit@ucc.ie).

**\*\*\*There must be supporting documentation attached for an application to be fully processed.**