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Document cover sheet

Title	Guidance for Faculties, Departments and Degree Committees on action to be taken in cases of non-submission of the final piece of summative assessed work.
Purpose	Guidance on appropriate action when students on postgraduate taught courses do not submit their final work by the deadline.
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Guidance for Faculties, Departments and Degree Committees on non-submission of final coursework for taught postgraduate students

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Scope

This guidance applies to the following postgraduate taught courses: MPhil by Advanced Study (MPhil), Master of Research (MRes), Master of Education (MEd), Master of Studies (MSt), Master of Architecture (MArch).

Introduction

It is important to act appropriately when students fail to submit their final piece of summative assessed work for several reasons:

- **Equity:** No student should be granted additional time without valid justification.
- **Well-being:** Early identification of difficulties enables timely support for students.
- **Statutory Data Compliance:** Prolonged open student records beyond the course end date, except for those with formally approved extensions, pose challenges for statutory data reporting.

Applying for an extension to the submission deadline

Postgraduate taught students unable to submit their final piece of assessed work (typically a dissertation) by the deadline should apply for an extension. Applications must meet the criteria outlined in University policy, detailed on the Cambridge Students website: [Extending your submission date](#).

Short extensions that do not affect exam board or committee timelines may typically be handled locally, ([including via the student self-certification process](#)). All other applications must be submitted via CamSIS.

When submission is not made by the deadline

When a submission deadline is missed (with or without an approved extension), the Degree Committee should promptly notify the student of applicable penalties for late submission. Students may still apply for an extension via CamSIS at this stage; however, Degree Committees must defer decisions to the Student Registry, which acts on behalf of the Postgraduate Committee.

Penalties will apply retroactively from the original or extended deadline until an extension request is submitted. Therefore, immediate communication with the student is essential.

If the student fails to respond or does not apply for an extension, standard late submission penalties should be enforced. Efforts to contact the student should continue, including via their college. If these efforts are unsuccessful, a final notification to the student should outline the next steps, such as the recording of a Fail mark. It is important to note that zero marks cannot be awarded for work not submitted or assessed; the outcome must be recorded as a Fail.

Students whose performance is affected by illness or other serious circumstances may apply for an [examination allowance](#). Dissatisfied students may request a review of their results under the [Examination Review Procedure](#).

Addressing lack of engagement

Departments and Faculties should proactively address concerns about students' engagement. Early identification of issues allows timely support. Depending on the situation, appropriate actions may include:

- Collaborating with the student, their college, and other [student support services](#), to improve engagement.
- Considering the University's [Capability to Study](#) procedure or equivalent College processes.
- Exploring intermission (authorised leave from study) if suitable.
- Recommending withdrawal under General Regulation 12e (Chapter VII) if the student fails to meet academic or engagement standards.

Any actions, including correspondence, must be documented, and retained. Engagement monitoring results need not be reported centrally except for visa-sponsored students, as required by ISO instructions, or if formal action is taken (e.g., intermission or withdrawal).

Alternatives to applying for an extension to the submission deadline

In cases where a student is unable to continue studying, intermission on [medical](#) or [non-medical](#) grounds may be an alternative. Although typically not an option at the late stages of a course, exceptions may occasionally be granted. Temporary withdrawal is not available for taught students who have completed the required terms for their degree.