

Late Submission of Work Policy

Document Control

Policy version number	v03
Policy version with revision dates	v01 March 2021 v02 January 2024 V03 January 2026
Policy revision frequency	Every TWO years
Policy revision due date	January 2028

Late submission of assignments or coursework

STI Myanmar University has a zero-tolerance policy towards the late submission of coursework on taught programs. Late submission of coursework without formal agreement is not accepted, and will normally be deemed a fail and marked as 0. STIMU is very firm about this because working to deadlines is an important life skill, which we encourage all students to develop during their studies.

Sometimes things outside a student's control can affect their ability to meet a deadline. If a student believes that they are likely to miss a deadline for a valid reason and which can be evidenced formally, then application should be made for **Mitigating Circumstances** to the Exam Committee for consideration of an alternative arrangement. Applications or telephone notifications for claims of Mitigating Circumstances must be submitted on or before the published assessment deadline, as referenced in the **Mitigating Circumstances Policy and Procedure**.

The following principles will therefore normally be applied to the submission of all assessment or coursework:

1. The deadline for each piece of set coursework will be published clearly on assignment briefs and project briefs.
2. The deadline for submission on any given day is strictly at 17:00 pm.
3. Failure to submit a piece of assessment or course work by the published deadline will result in a mark of 0.
4. In the event of an exceptional or unforeseen serious event occurring and which results in a student being unable to submit a piece assessment or coursework on time, a claim for Mitigating Circumstances may be submitted. Reference must be made to the **Mitigating Circumstances Policy and Procedure**.