

Rules on coursework and coursework deadlines in the EEE/EIE department

Part I – Expected workload (based on ECTS/module – which is 5-6 now, will become 5 in near future)

1. For 3rd and 4th year. The maximum average time that students should spend on each module is ~150 hrs. This includes lecture, laboratory, tests, coursework, exercise classes and self-study hours. For a coursework-only module this means that the time students spend on average on the coursework should not be more than ~130 hrs or ~16 days in total.
2. If a module is assessed by exam and coursework (e.g. for year 4) then, if it contains x% of coursework then this coursework should not take more than $x\% \times 130$ hrs on average to complete.
3. For 1st and 2nd year. The maximum average time students spend on coursework-only modules is ~100 hrs, including lecture, laboratory, tests, exercise classes and self-study hours. Thus the average time spent on coursework should not be more than ~80 hrs or ~10 days in total.
4. In order to manage workload, it is suggested that no more than 3 to 4 substantial coursework items are set for each module. By “substantial” it is meant that the weighting is greater than approximately 10% or the student effort required is greater than approximately 8 hours.

Part II – Deadlines

1. The basic rule is not to extend deadlines unless unforeseen circumstances occur.
2. Coursework deadlines should be submitted to the year organiser at least 4 weeks in advance of the start of term (this means, end of term before next term starts) and
3. Coursework intervals (i.e. the approximate start and fixed end date of a coursework item) should be submitted to the year organiser (cc-ed to senior tutor) at least 4 weeks in advance of the start of term. Any clashes (those instances where the overlap in intervals might cause problems in timely submission) should be resolved before the start of term by the course lecturers in collaboration with year organisers.
4. Coursework deadlines should fall within the term the module runs. Where exceptions are needed, coursework can be extended until maximum the first day of the following term. These exceptions cannot be implemented in the spring term of the 3rd year, as some students will start their industrial placement on the Monday after the end of term.
5. Any extension to coursework deadlines for the full cohort should follow the following rules:
 - a. The module lecturer should disclose extensions to the full student cohort via e-mail or blackboard at least 5 working days before the original deadline.
 - b. All decisions for extensions should be made in communication with the student cohort. The recommendation is to inform students of this discussion beforehand via e-mail or blackboard. Deadline agreements made in lectures stand as is, independent of attendance %.
 - c. Consideration of extensions based on student polls must be organised by the year or department student representatives and should only be considered with proof that:
 - i. the whole registered cohort was informed and in a timely manner.
 - ii. the participation rate is >70% of the registered class cohort.
 - iii. the lecturer is informed more than 2 working days before a lecture slot in which this can be discussed and thus minimum 7 working days before the original deadline.
 - d. Even when students express a decision in favour of an extension for the full cohort, the final decision is at the discretion of the module lecturer.
6. Single person extension must be decided in consultation with the senior tutor.

Proposal for improved coursework management – Kristel Fobelets - 22/03/2017

Discussed and adapted – DTC meeting – 26/04/2017

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Late submission rule:

Unless there are mitigating circumstances, all coursework submitted ≤ 24 hours late (incl. weekends) will be assessed but marks will be capped at 40%. Coursework submitted > 24 hrs will receive zero marks. Formative feedback on coursework submitted more than 24 hrs late will be at the discretion of the module lecturer.