



### **Late submission of B.Eng. and M.Sc. dissertations and theses**

1. The Faculty of Engineering calls to the attention of all students and academic staff the new Article 28(3), added in 2015 to the University Assessment Regulations, 2009:

*When the mode of assessment is by dissertation, the deadline for submission shall be established by the Faculty. Submission of dissertations after the deadline and without the express permission of the Faculty shall result in a reduction of marks as decided by the Board of Examiners. Requests by students for extensions may be granted by the Faculty Board or Senate in terms of the applicable regulations. The Board of Examiners shall take into account the period of extension and may decide on a reduction of marks.*

2. The Faculty Board in its decision of 17<sup>th</sup> February, 2016 and amended on 15<sup>th</sup> May, 2019 has decided to enforce the following automatic mark reduction schedule for all unauthorized late submissions of dissertations: **A reduction of 5 percentage points for each week, or part thereof, which will have passed beyond the stipulated deadline when the dissertation is formally handed in.** Thus, for example, a dissertation that is handed in 8 calendar days beyond the stipulated deadline, and that after assessment would under normal circumstances have been assigned a mark of 75%, would instead be assigned a mark of 65%. In cases where the reduction of marks would change a PASS into a FAIL, the mark will instead be reduced to the minimum PASS mark for the dissertation. This mark reduction schedule will be strictly applied to all cases of unauthorized late submission or unauthorized missed deadline, other than in cases deemed by the Faculty Board to be due to *force majeure*.
3. It is further noted that if a request for extension is received after the applicable deadline, then *even if the request is eventually approved*, the above mark reduction schedule will still be applied for the period between the original deadline and the date of receipt of the extension application.
4. Furthermore, for any request for extension (even if received by the Faculty Office before the applicable deadline), and if the extension is approved, the Board of Examiners may still decide on a reduction of marks on a case by case basis as per the regulation quoted in Paragraph 1 above. In these cases, however, a PASS mark cannot change to a FAIL (in accordance with Article 13 of the *University Procedures for Boards of Examiners of Master and Bachelor Dissertations, 2015*), except if this happens under the provisions of Paragraph 3 above, provided it would not change the mark from a PASS to a FAIL.
5. The Faculty notes that the deadlines for submission of undergraduate dissertations are established and published at the start of each academic year; whereas the deadlines for M.Sc. dissertations are established as per the applicable University regulations for the degree programme.
6. **The Faculty emphasizes that all applications for extensions MUST be made before the associated deadline, and preferably in good time to allow consideration by the associated Faculty or University Board. Any application for extension received by the Faculty Office after the associated deadline has passed will still be evaluated by the Faculty Board, however in all cases other than**

**those deemed by the Faculty Board to be due to *force majeure*, the above procedures will be strictly applied.**

7. These procedures shall be applicable for all dissertations submitted on or after 18<sup>th</sup> February, 2016.