

## **POLICY ON LATE SUBMISSION WITH EFFECT FROM AY 2004/2005**

The department views late submissions seriously. Other than proof of the inability to submit on medical grounds with a valid medical certificate, students would be penalized on late submissions. Should there be reasons other than those on medical grounds, students are expected to show proof and such situations will be reviewed on a case by case basis.

The student will not be allowed to cite technical difficulties (in printing for example) as a valid reason.

### **Undergraduate Programmes**

The Department prescribes the following penalties for late submission applicable to all modules in all levels:

Late submissions within **1 calendar day** would be marked down by  $\frac{1}{2}$  grade. Submission thereafter would be graded within a range of D+ and F.