

Department for the Study of Religions

Policy for Assignments, Referencing and Attendance

Course Requirements

Undergraduate courses at the Department for the Study of Religions are assessed through a combination of essays, assignments, tests, and class participation/presentation. 50% of all coursework will be externally moderated.

Based on the Humanities Faculty Undergraduate Coursework-Only Assessment Policy, in order to pass the course, students cannot submit assignments after the final day of lectures

Course Requirements:

- 1) Participation in lectures and tutorials in all sections of the course.
- 2) Submission of all coursework assignments (short essays, class test, and final essays. Please refer to the course outline for details on the length of papers, submission deadlines etc.).

Please Note: Online participation in the course tutorials on VULA is required and it carries 10% of the total mark for the course. Participation is measured by your engagement in the discussions in class lectures and tutorials as well as *weekly submission of a 250-word responses* based on the tutorial reading of the week. **Missing four tutorials and/or four 250-word response submissions over the whole course without a reason qualify for a forfeiture of the 10% participation grade and will affect your grade overall.** Your lecturer/tutor will provide you with more details on this.

The final essay should be submitted in **electronic copy and uploaded to Amathuba.**

Please also note that it is the responsibility of students to read carefully the course outline and familiarize themselves with its contents and the referencing system.

Late Assignment Submission Policy

Late submission of assignments will incur a penalty of **5% deduction for the first day late** (begins after the published deadline). Additional days incur a further **2% deduction**. After **7 calendar days** the assignment **will not be marked and will get 0%**.

Under the present Physically Distanced Learning (PDL) mode, requests for extensions to submit assignments later than the due date must be made by emailing the lecturer and the course convener. Please note that lecturers are not obliged to accept medical or other certificates and may query your submission.

Rules for Extensions:

- An application or request for extension is to be made by email and this request **does not** guarantee an extension. Please make sure to use the request form below to include all necessary details (including your name, the course title, the name of your tutor, and the reason for your application).
- Please note that if the application is not granted, normal late penalties will apply for late submissions (see **late assignment policy** above).

Extensions can be granted for medical/mental health reasons or personal/family matters with current supporting documentation and must be applied for **at least 5 days before the submission due date**. Only applications in cases of emergency will be considered before the due date and up to 48 hours after the due date has passed.

Students with challenging circumstances are encouraged to speak to their tutors, lecturer and/or course convener early in the semester with any concerns about external circumstance that may impact performance, so that necessary support can be arranged. Students with any concerns about financial, academic, medical, or mental health situations must seek support from the relevant resources that the University provides.

Application for Extension Course Code: _____

Please tick:

<input type="checkbox"/>	Assignment	Due date:	_____
<input type="checkbox"/>	Essay	Due date:	_____
<input type="checkbox"/>	Proposal	Due date:	_____
<input type="checkbox"/>	Test	Due date:	_____

GIVE ACTUAL DATE OF EXTENSION REQUIRED _____

SURNAME _____ INITIALS _____ STUDENT NO _____

COURSE FOR WHICH YOU ARE REGISTERED (i.e., REL1002F) _____

LECTURER _____ TUTOR _____

GROUND:

I declare that, the information given on this form is complete and accurate. I acknowledge that I have read and agree to the rules for an extension as outlined above.

SIGNATURE _____ DATE _____