

Literacy Development Centre

September 2011

New Regulations

Please note that the Centre has introduced some new regulations relating to the following programmes:

- **Higher Certificate in Arts in Literacy Development**
- **Bachelor of Arts (Ordinary) in Adult Education**
- **Bachelor of Arts (Honours) in Adult Education**

Late Submissions

Assignments submitted after the agreed date (normally 4 weeks following the end of a module) will be subject to a penalty of 10%.

All assignments are to be submitted to the Literacy Development Centre, WIT, College Street Campus, Waterford. Participants are required to submit 2 copies of all assignments and should keep a copy of the assignment for their own study purposes until their programme of study is completed.

Any request for an extension based on mitigating or extenuating circumstances must be made in writing to the Head of the Literacy Development Centre at the above address and must include supporting documentation (medical certificate, letter from the Courts service etc).

Requests cannot be made by telephone or email.

The Centre will only accept assignments from students registered during the current academic year.

Resubmission of assignments

If a student obtains an overall mark of less than 40% they are entitled to resubmit their assignment. The maximum mark allowable for a resubmitted assignment is 49%. A student can resubmit up to 3 times for a single module.

Plagiarism

The current WIT plagiarism policy is available on the WIT web site at www.wit.ie.