
Allowances for Illness 2011/12

1. INTRODUCTION

This document sets out the Faculty Board of Engineering guidelines for the granting of allowances to undergraduate students whose coursework activities have been disrupted by illness during the academic year 2011/12. The Head of Department delegates all the responsibilities mentioned in this document to the Director of Undergraduate Education. All forms are processed via the CUED Teaching Office.

Throughout this document, "illness" is defined as any illness, injury or other grave cause which, in the opinion of both the student's Tutor and the Director of Undergraduate Education, prevents the student from completing their scheduled coursework activities on time, or in some cases at all. For guidance on valid reasons for rearranging coursework, see [Guidelines for the Rearrangement of Coursework Sessions](#).

General Regulations

- (1) Students are expected to make all reasonable efforts to complete any missed exercises at a later date.
- (2) Any application for an allowance must be made on the standard form downloadable from the Teaching Webpages, or available from the Teaching Office. This form must be completed in full by both student and Tutor. Incomplete forms will be returned unprocessed. The Tutor may be required to submit supporting medical evidence (e.g. if the period affected is over 7 days).
- (3) Forms should be submitted as soon as it is clear that an allowance may be required. No forms will be accepted after the deadlines (see Summary of Allowances at the end of this document).
- (4) Allowances for more than four weeks coursework will not normally be given.

(a) Types of Coursework

Coursework in Engineering includes laboratory work and projects, plus a number of other marked assignments.

In Parts IA and IB, all coursework is for *standard credit*, which means that once students achieve a satisfactory standard in the various groups of activities (as listed in Appendices to the Guide to Part I) the associated marks are capped at the qualifying level. Students who fail to reach the qualifying marks, or who fail to attend or hand in certain coursework, will be penalised by the examiners. The majority of students are expected to accrue the maximum marks available.

In Parts IIA and IIB, coursework is for *positive credit* (details in the Guides to Part IIA and IIB). Similar arrangements apply in the Manufacturing Engineering Tripos.

(b) Types of Allowance

The granting of an allowance implies either:

- i. an *extension* of the scheduled period for completion and submission of an activity (applicable to both standard credit and positive credit activities); or
- ii. the *allocation of a number of marks* for the activity missed, if it proves impossible to re-arrange or catch up the activity. For standard credit activities, the mark allocated will normally be the qualifying mark for the activity. For positive credit exercises, any mark allocated will depend upon the student's performance in related assessed activities.

In all cases, the Director of Undergraduate Education will consider the Allowance for Illness form submitted by the student and Tutor, and decide upon the type and extent of any allowance to be made. These are incorporated in the final coursework marks sent to the Chairmen of Examiners. The Teaching Office will notify the Tutor and the student of the outcome of any application.

Allowances for individual activities are described in more detail below and summarised in tables at the end of the document (see Summary of Allowances at the end of this document).

2. ENGINEERING TRIPOS PARTS IA AND IB

For laboratory experiments and projects, Drawing and Computing, students should make every attempt to complete the missed activity at a later date. Allowances of marks will not normally be granted for the Engineer in Society report or the Product Design Project (in IA), or the Sustainable Engineering poster (in IB), unless illness is continuous from the date the task is set to the date on which submission is due.

Applications should be made at the time rearrangement proves not to be possible.

3. ENGINEERING TRIPOS PART IIA

During the Michaelmas and Lent terms, IIA undergraduates submit a minimum of 8 reports/essays associated with modules, and 2 Full Technical Reports (FTR), and complete an Engineering Area Activity (EAA). During the Easter term, students undertake 2 projects. Students are expected to make all reasonable efforts to complete missed experiments, FTRs and EAAs at a later date, and should contact the member of staff in charge of the activity concerned as soon as possible.

An allowance of marks will not normally be made for more than the coursework for 4 modules and an EAA. Applications should be made at the time rearrangement proves not to be possible.

IIA projects

Students are expected to complete as much as possible of the work associated with their two projects, but the four week timetable imposes tight constraints. If there is *any* significant disruption to your project work (whether or not a report deadline is missed), you must notify your Tutor, project leader(s) and the Director of Undergraduate Education by email *immediately*, and the Tutor should submit a **IIA project allowance form** (NB: this is *not* the standard form used for all other allowances). **If the deadline for any report is missed, a form must be submitted by the student's Tutor within three working days of the report deadline.**

Following first notification of disruption of a project due to illness, weekly consultations involving the Director of Undergraduate Education, project leader(s) and Director of Studies will be required until the project is back on track. This is in order to determine reasonable extensions to deadlines, or to agree a reduced or alternative submission of project work if appropriate.

Extensions for interim reports may be made until the final project deadline. Extensions for final reports are limited to a maximum of four days, and only in exceptional circumstances, since the Examiners must publish the final class lists two weeks after the submission date. An allowance of marks may be made only if a substantial part of the project work has been submitted, with the total mark being extrapolated in suitable proportion. Note that allowances are considered separately for each project, i.e. marks awarded for one project will not be used as a basis for awarding marks on the other project. Failure to submit any reports on a project will be treated in the same way as a missed examination: zero marks awarded and referral to the University Applications Committee.

4. ENGINEERING TRIPOS PART IIB

During the Michaelmas and Lent Terms, students study 8 modules. Modules are of three types:

- assessed by examination only
- assessed by coursework only
- assessed by 75% examination and 25% coursework

(i) Module Coursework

Students are expected to make all reasonable efforts to complete any missed coursework, normally during the term in which the module is taught or the following vacation. Extensions to deadlines are expected to cater for most circumstances in Part IIB. Students should notify the relevant Group Administrator if they need to submit work late, because of illness, but the extension must be authorised by the Director of Undergraduate Education using the Allowances for Illness procedure. Module leaders will apply lateness penalties, which will be removed if the extension is approved.

Coursework extensions will not normally be permitted beyond the start of the term following that of the module.

If it is impossible to complete a piece of coursework, an allowance of marks may be made, if it is possible to base a fair mark on a partial submission or an alternative exercise arranged with the Module Leader, with marks being extrapolated in suitable proportion. Failure to submit any coursework for assessment on a module will be treated as follows:

- for 25% coursework modules: award the average mark obtained on the associated exam, if taken;
- for 100% coursework modules: zero marks awarded and referral to the University Applications Committee.

(ii) Projects

Work on the major final-year project proceeds over the whole of the year. In the Michaelmas Term, students give an oral presentation at a mini-conference. In the Lent Term, students submit a Technical Milestone Report. In the Easter Term, students submit their Final Project Report and take part in a further mini-conference. In both Michaelmas and Lent terms, students have two formal Progress Reviews with their Supervisors, resulting in the award of marks for Progress and Industry.

Extensions to deadlines are expected to cater for most circumstances. Students unable to give their presentations at the scheduled times should notify their Project Supervisor as soon as possible. Students will be asked to join another group, or a one-off presentation may be arranged. Similarly, Progress Reviews may be rearranged due to illness. In either case, an extension must be applied for through the Teaching Office. If rescheduling proves impossible, an application may be made for an allowance of marks.

Extension to the deadline for the Final Report is limited to a maximum of two weeks. Allowances of marks will not normally be awarded for project reports, and only for cases in which a substantial partial submission has been made. Failure to submit project reports for assessment will be treated in the same way as a missed examination: zero marks awarded and referral to the University Applications Committee.

Given the overall importance of project work in Part IIB, students are encouraged to ask their Tutors to document any significant disruption due to illness during the year as soon as it occurs, without specific claim for an extension. For these purposes, notification may be by email to the Project Supervisor, Director of Studies and Director of Undergraduate Education.

5. MANUFACTURING ENGINEERING TRIPOS

In the Manufacturing Engineering Tripos Part IIA, the major project is a group activity which runs in the Michaelmas Term, first part of the Lent Term and in the Easter Term following the examinations. A candidate may receive an allowance for absences totalling over two weeks, but an allowance will not normally be made for more than four weeks absence or where more than one submission is involved. For the vacation coursework assignments, which may include reports, essays and exercises, an extension of up to two weeks may be allowed.

Part IIB of the Manufacturing Engineering Tripos is organised on a modular basis and thus even a comparatively short absence through illness or injury may make it unreasonable to expect a candidate to complete a particular module assessment exercise or industrial assignment. Hence allowances may be made.

6. SUMMARY OF ALLOWANCES 2011/12

Allowances for individual activities are summarised in the following tables, and are subject to the further constraint that *a total allowance of more than four weeks coursework will not normally be given*, in any year. Students must first try and make [rearrangements](#) with the lab leader. *Applications for an allowance should only be made if rearrangement is not possible, and should be made as soon as this is known.*

PART IA: (standard credit) Application Deadline: May 30th 2012

Activity	Deadline Extension	Marks
Dimensional Analysis Microprocessors	Not Applicable	Yes, if lab cannot be rearranged
Drawing and Computing	Yes	Not normally, and only if activity cannot be rearranged
Statics Experiment, Exposition	Yes	Yes, if activity cannot be rearranged
Laboratory experiments	Short Labs - N/A Long Labs - Yes	Yes, if lab cannot be rearranged
Structural Design Project Integrated Electrical Project	Yes	Yes, but not if the student can join another project group
Engineer in Society report Product Design Project	Yes	Yes, but only if illness is continuous from date when task was set to handing in date

PART IB: (standard credit) Application Deadline: May 30th 2012

Activity	Deadline Extension	Marks
Laboratory experiments	Short Labs - N/A Long Labs - Yes	Yes, if lab cannot be rearranged
Computing	Yes	Not normally, and only if activity cannot be rearranged
Integrated Design Project	Yes	Yes, but not if the student can join another project group
Sustainable Engineering poster	Yes	Yes, but only if illness is continuous from date when task was set to handing in date

PART IIA: (positive credit) Application Deadline: June 13th 2012

Activity	Deadline Extension	Marks
Laboratory experiments and management exercises	Yes	Yes, but not if it is possible to reschedule. Allowance will not normally be made for more than four experiments/ exercises
Full Technical Reports	Yes	Not normally
Engineering Area Activity	Yes	Yes, but not if student can join another group
Easter Term Projects: - Interim reports - Final reports	Yes No (or up to 4 days in exceptional circumstances).	Not normally, and only if a substantial part of the project work is submitted

PART IIB: (positive credit) Application Deadline: June 13th 2012

Activity	Deadline Extension	Marks
Coursework associated with modules	Yes	25% coursework modules: yes if exam also taken 100% coursework modules: no
Project Reports	Yes. Two weeks maximum for final report.	Not normally, and only if substantial part of the project work is submitted
Project Presentations/Progress Reviews	Yes. Consult Supervisor to rearrange.	Yes, but only if rearrangement proves impossible

MET PART IIA: (positive credit) Application Deadline: June 13th 2012

Activity	Report Deadline Extension	Marks
Michaelmas and Easter Term Project	Yes	Yes, for absences totalling over two weeks but not for more than four weeks absence or more than one submission
Vacation assignments	Yes, up to 2 weeks	Not normally

MET PART IIB: (positive credit) Application Deadline: June 13th 2012

Activity	Deadline Extension	Marks
Module assessment exercises and industrial assignments.	Yes	Yes, for absences which make it unreasonable to expect candidates to complete a particular exercise or assignment