# Sample Email: reminder of submission date

48 hours before the due date, students must be sent a reminder of the date and time of submission.

Here is a sample text.

**Subject** – *Assignment [xxx] is due soon*

**Message**

*This is a reminder that your assignment Title: [Please populate] Course: [Please populate] Course ID: [Please populate]* is due on (XXX)

*If you have submitted your assignment, or have an agreed extension for this assessment, or you are not formally assessed on this module, please ignore this email.*

If you have not yet made a submission for this assignment please note:

* *If you receive this email before the deadline please submit your assessment as soon as possible.*
* *If you receive this email after the deadline you are still able to submit your work but a late penalty will apply.*

*You are advised to submit work in an unfinished state by the deadline, rather than fail to submit any work. This includes if you are awaiting the outcome of an extenuating circumstance request (the submission will then be withdrawn if your extenuating circumstances request is approved).*

***Getting Help***

*There is a variety of support available at University to assist you:*

* *For study skills advice and guidance, please contact the Library.*
* *For information on wellbeing, please refer to the Student Centre and Student Wellbeing tiles on UDo.*

***Late Penalties***
*If your assignment is submitted late, a penalty will be applied to your work. For more information please see XXX (tbc)*

***Apply for an Extension***
*There can be circumstances during your studies that are unforeseen, exceptional and outside of your control and when this happens your studies can be affected. Circumstances that have a direct and substantial impact on your ability to study to your full potential may mean that you are eligible to apply for an extension on your assessment.*

*Please visit the* [*Student Centre*](https://udo.derby.ac.uk/campusm/home#pgitem/364915) *tile on UDo for more information*

*Please do not reply to this email*. You should contact your module tutor in the first instance for advice and support.

# Sample Email: non-submission

Students who do not submit to the submission deadline must be emailed to advise them of their next steps the day after the submission date.

Here is a sample text.

**Subject** – *Next steps – non-submission of assignment*

**Message**

*If you have submitted your assignment, or have an agreed extension for this assessment, or you are not formally assessed on this module, please ignore this email.*

*Assignment title: [Please populate] Course: [Please populate] Course ID: [Please populate]* due on (XXX). Your module team has identified that you have not submitted your assignment and the deadline has now passed. Here is what you can do next.

* Remember that there is another opportunity to submit even though this first opportunity is now a non-submission, so you should speak to your module tutor as soon as possible to work out how to go about this, and what to do to ensure you can submit the best work you are able to. Phone them or email to let them know what has happened, and they will be able to advise you. The sooner you get support, the easier it will be to take appropriate action to support your progress.

***Getting Help***

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* For study skills advice and guidance, please contact the Library.
* For information on wellbeing, please refer to the Student Centre and Student Wellbeing tiles on UDo.

Please visit the [Student Centre](https://udo.derby.ac.uk/campusm/home#pgitem/364915) tile on UDo for more information

Please do not reply to this email. You should contact your module tutor in the first instance for advice and support.