

De Montfort University Assignment Guide: Referencing, Deadlines & Marking Explained

A practical guide to how assignments actually work at De Montfort University — referencing, submission, grading, and extenuating circumstances.

□ Reading time: 9–11 minutes

De Montfort University Assignment Guide: Referencing, Deadlines & Marking Explained

If you're studying at De Montfort University (DMU), you've probably already noticed that "how to do an assignment" isn't a single, generic skill. DMU has its own referencing conventions, its own submission system, and its own rules for what happens when life gets in the way of a deadline. Generic study-skills advice can only take you so far — the rest depends on knowing exactly how DMU itself expects things to be done.

This guide pulls together DMU's actual published policies on referencing, submission, extensions, deferrals, academic integrity, and marking, so you can approach your next assignment with confidence instead of guesswork.

Please note: This guide is for general educational purposes. Always check your own module handbook, programme specification, and

Blackboard/LearningZone announcements, as requirements can vary between faculties and courses. AssignPro Solution provides tutoring, proofreading, referencing guidance, and structured feedback — we do not write or complete assignments on behalf of students.

1. Why DMU-Specific Guidance Matters

A search for "how to reference an assignment" will give you generic advice that may not match what your DMU module leader actually wants. DMU uses Cite Them Right Harvard as its default referencing style, submits work through LearningZone (Blackboard) with Turnitin originality checking, and runs a distinctly strict late-submission policy that differs from the graduated penalty scales used at many other universities. Knowing these specifics before you submit — not after — is what separates confident students from stressed ones.

2. DMU's Assignment Support System at a Glance

Four systems govern almost everything about how you produce and submit coursework at DMU.

Figure 1: DMU's Assignment Support System

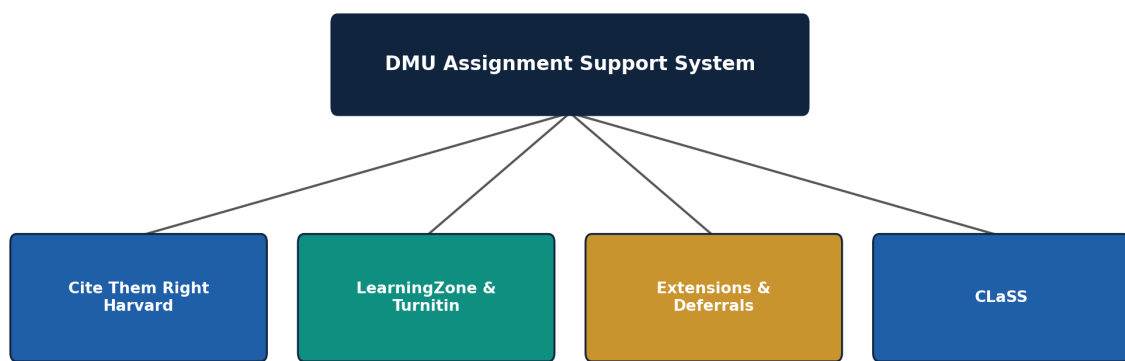


Figure 1: The core De Montfort University systems that govern how assignments are referenced, submitted, supported, and resolved when problems arise.

System	What It Handles
Cite Them Right Harvard	How sources are cited and listed (confirm variations with your programme)
LearningZone and Turnitin	Submission and originality checking
Extensions and Deferrals	Short-term extra time and longer-term rescheduling
Centre for Learning and Study Support (CLaSS)	Workshops, drop-ins, and one-to-one tutorials

3. Referencing at DMU: Cite Them Right Harvard

DMU's default referencing style is **Cite Them Right Harvard** — not generic "Harvard," which varies significantly between institutions. If you use a reference manager or citation generator, you must select "Cite Them Right Harvard" specifically and the latest edition, or your citations may not match what your marker expects.

Situation	What To Use
Most modules (default)	Cite Them Right Harvard
Some Law modules	OSCOLA (confirm with your module leader)
Other specific modules	Check your module handbook — APA, IEEE, MHRA, and Chicago are also supported via Cite Them Right Online

⚠ **Common Mistake:** Assuming any generic "Harvard" guide from the internet will match DMU's expectations. Cite Them Right Harvard has its own formatting conventions for punctuation, author ordering, and in-text citation that differ from other Harvard variants.

The fix: Use the DMU Referencing Guide on the library's LibGuides site, and watch the official "How to cite and reference in the Harvard style" video before you start compiling your reference list.

4. Submitting Through LearningZone and Turnitin

Coursework at DMU is submitted online through **LearningZone** (DMU's Blackboard-based virtual learning environment), using the Assignments tab within your module. Where your assignment link is Turnitin-enabled, your work is automatically checked against a database of web content, academic publications, and previously submitted student papers, generating a similarity score for your tutor to review.

A high similarity score is not automatically treated as plagiarism — it flags matched text for human judgement — but weak referencing habits (uncited quotations, close paraphrasing, or recycled coursework) are exactly what these reports are designed to surface. Submit in good time so you can check your own similarity report and fix any accidental referencing gaps before the deadline.

5. Extensions vs Deferrals: Which Do You Need?

DMU offers two very different routes if something is going to affect your ability to submit on time, and picking the right one matters.

Figure 2: Extension or Deferral — Which Applies to You?

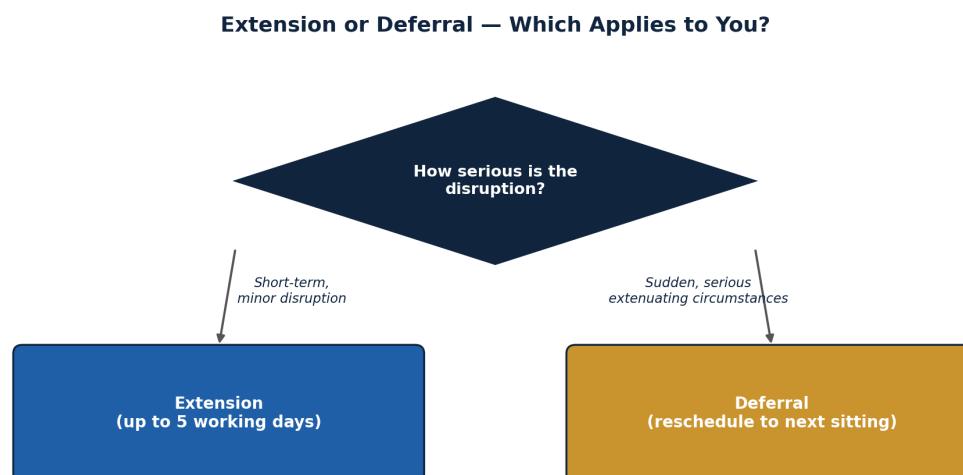


Figure 2: A decision guide for choosing between a DMU extension and a deferral — always confirm your route with your Student Advice Centre.

Route	Best For	Length	Requested From
Extension	Short-term, minor disruption	Up to 5 university working days	Your module leader (TAC/HLS) or Student Advice Centre (BAL)
Deferral	Sudden, serious extenuating circumstances	Reschedule to the next available assessment sitting	Faculty Student Advice Centre

Extension requests must be submitted **more than 24 hours before the deadline** — requests received later than this will not be considered. Deferral requests must be submitted no later than **10 university working days** from the date of the exam or assessment deadline. Both routes normally require supporting third-party evidence,

such as a letter from a doctor, a police report, or a counsellor's letter, although a self-certification form can be used once per registration period for a deferral.

□**Tip:** If you're unsure which route applies, don't guess — contact your faculty Student Advice Centre before your deadline. Extensions are agreed directly with your tutor or module leader, while deferrals go through a formal faculty process, and choosing the wrong one can waste valuable time.

6. Late Submission Without Authorisation: The Zero-Tolerance Rule

This is one of the most important things to understand about DMU's assessment culture. Unlike universities that apply a graduated daily percentage deduction for lateness, **DMU's regulations state that coursework submitted after the deadline without an approved extension or deferral is given a mark of 0% — immediately**, with no grace period and no partial credit for a marginally late submission. Where an assessment is marked pass/fail rather than by percentage, a late submission is recorded as an immediate fail.

This is precisely why the extension and deferral system described above matters so much: it is your only route to protect your mark if something goes wrong. If you know in advance that you might miss a deadline, act before the deadline passes, not after.

7. Academic Integrity at DMU

DMU distinguishes between two tiers of concern, and understanding the difference matters for how seriously an issue is treated.

Bad Academic Practice (BAP) covers lower-level issues such as poor or missing referencing, or passing off someone else's phrasing as your own through carelessness rather than intent. First-year students' first instance is usually handled informally by the module leader, with training or a reduced mark reflecting the

proportion of non-original content. Repeated or later instances go to an **Academic Practice Officer (APO)**.

Academic Offences are more serious and include plagiarism, contract cheating, collusion, exam cheating, fabrication of results, and submitting someone else's work as your own. These are investigated by an APO in the first instance, with penalties ranging from resubmission of the component to failure of the module. Second or serious offences go to the **Academic Offences Panel**, which can impose penalties up to expulsion or a reduction in your final degree classification by one class.

Offence Type	Typical First Response	Escalation
Bad Academic Practice	Discussion with module leader, possible reduced mark	Second instance → APO
Academic Offence (e.g. plagiarism, collusion)	Meeting with Academic Practice Officer	Serious/repeat → Academic Offences Panel

Regarding generative AI: DMU permits AI tools to support your thinking or clarify unclear tasks, but submitting AI-generated material as your own original work, or using AI to fabricate references, is treated as an academic offence.

8. Module Credits and Degree Classification

DMU's undergraduate structure is built around Levels 4, 5, and 6 (broadly Years 1 to 3), with a full-time student studying **120 credits per academic year**. To progress between levels, you must normally pass at least 90 credits, with limited compensation available for modules scoring 30–39%.

Degree classification is calculated using only your best-performing credits from your final two years:

Classification	Percentage Range
First Class	70% and above
2:1 (Upper Second)	60–69%
2:2 (Lower Second)	50–59%
Third Class	40–49%

Since 2011/12, DMU has classified honours degrees using the best 105 credits (of 120) studied at Level 5, single-weighted, combined with the best 105 credits (of 120) studied at Level 6, triple-weighted. If your result falls within two percentage points of the next classification band, consideration band rules may apply.

9. Academic Skills Support: CLaSS

The **Centre for Learning and Study Support (CLaSS)**, part of Library and Learning Services, offers free workshops and one-to-one help with essay writing, referencing, research skills, time management, verbal presentations, and exam preparation.

CLaSS works alongside the Maths Learning Centre and the Drawing Centre to cover numerical and visual assignment skills too. Most sessions are available online, with recordings and resources shared with registered participants afterwards.

10. A DMU Assignment Timeline

Figure 3: A Typical DMU Assignment Journey

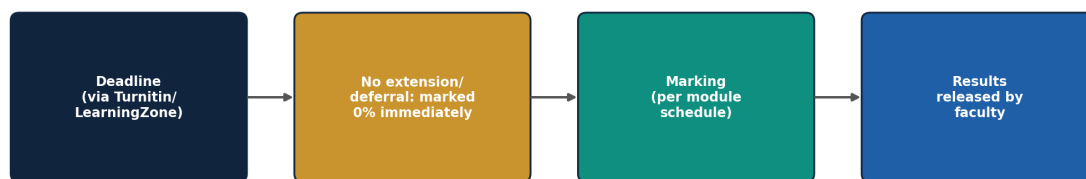


Figure 3: How a De Montfort assignment typically moves from deadline through to marked feedback and released results.

Stage	What Happens
Deadline	Assignment due via Turnitin on LearningZone
No extension/deferral	Late submission marked 0% immediately
Marking	Feedback returned per module schedule
Results	Available once released by your faculty

11. Common DMU-Specific Mistakes to Avoid

Mistake	The Fix
Using generic "Harvard" instead of Cite Them Right Harvard	Confirm the exact style variant with your module handbook
Requesting an extension less than 24 hours before the deadline	Apply as early as possible — late requests are not considered
Assuming a few hours' lateness gets a small penalty	Remember DMU applies an immediate 0% for unauthorised late work
Ignoring your Turnitin similarity report	Review it before the deadline and fix any referencing gaps

Mistake	The Fix
Not knowing whether to request an extension or a deferral	Contact your Student Advice Centre if you're unsure which applies

12. A Self-Audit Checklist

- ☐ I have confirmed which referencing style my specific module requires
- ☐ My reference list follows Cite Them Right Harvard conventions (or the confirmed alternative)
- ☐ I have checked my Turnitin similarity report before the deadline
- ☐ I know whether I need an extension or a deferral, and I've checked the relevant deadline
- ☐ I have gathered any third-party evidence needed to support a request
- ☐ I understand DMU's zero-tolerance policy on unauthorised late submission
- ☐ I know where to find CLaSS workshops if I need extra support

13. Frequently Asked Questions

1. What referencing style does De Montfort University use? Cite Them Right Harvard is DMU's default referencing style, though some modules (such as certain Law modules) may require OSCOLA or another style — always confirm with your module handbook.

2. Where do I submit my assignments at DMU? Through LearningZone (DMU's Blackboard-based VLE), using the Assignments tab, with Turnitin originality checking enabled where applicable.

3. What happens if I submit my coursework late without an extension? DMU

applies a strict rule: coursework submitted late without an approved extension or deferral receives a mark of 0%, with no partial credit.

4. How long can an extension give me? Up to 5 university working days, agreed between you and your tutor or module leader.

5. When must I request an extension? More than 24 hours before your deadline — requests submitted later than this will not be considered.

6. What's the difference between an extension and a deferral? An extension gives you a short amount of extra time for the same submission. A deferral reschedules your assessment entirely to the next available sitting, and is intended for more serious extenuating circumstances.

7. How long do I have to request a deferral? No later than 10 university working days from the date of the exam or assessment deadline.

8. Can I self-certify instead of providing evidence? Yes, but only once per registration period, and only for a deferral request.

9. What is Bad Academic Practice? A lower-level concern such as poor or missing referencing, usually addressed informally on a first offence through discussion with your module leader.

10. What counts as a serious Academic Offence at DMU? Plagiarism, contract cheating, collusion, exam cheating, fabrication of results, and submitting someone else's work as your own.

11. Can I use AI tools for my assignments? DMU allows AI to support your thinking, but submitting AI-generated content as your own original work, or using it to fabricate references, is treated as an academic offence.

12. How many credits do I need to progress between levels? Normally at least 90 credits passed, with limited compensation available for modules scoring 30–39%.

13. How is my final degree classification calculated? Using your best 105 credits (of 120) at Level 5, single-weighted, combined with your best 105 credits (of 120) at Level 6, triple-weighted.

14. Where can I get help with essay writing or referencing? The Centre for Learning and Study Support (CLaSS) offers workshops, drop-ins, and one-to-one tutorials, alongside the Maths Learning Centre and Drawing Centre.

15. Can AssignPro Solution write my DMU assignment for me? No. We provide tutoring, proofreading, referencing guidance, and structured feedback to help you improve your own work — we never write or complete assignments on a student's behalf.

14. Key Takeaways

- ☐ DMU's default referencing style is Cite Them Right Harvard — confirm variations with your module
- ☐ Submission happens through LearningZone with Turnitin originality checking
- ☐ Unauthorised late submission receives an immediate 0% — there is no grace period
- ☐ Extensions (up to 5 working days) and deferrals (rescheduled sittings) are different tools for different situations
- ☐ Academic offences are handled by an APO first, then an Academic Offences Panel for serious or repeat cases
- ☐ Degree classification is based on your best credits at Levels 5 and 6, weighted toward your final year
- ☐ CLaSS offers free, practical academic skills support throughout your studies

Conclusion

Succeeding at DMU isn't about knowing generic assignment advice — it's about knowing DMU's own systems for referencing, submission, and support, and using them deliberately rather than reactively. The policies above are drawn directly from DMU's published guidance, but they can change, so always check your current

module handbook and Blackboard/LearningZone announcements for the latest requirements.

Disclaimer: This guide is provided for educational and informational purposes only. AssignPro Solution offers tutoring, proofreading, referencing guidance, and academic feedback services, and does not write or complete assignments on behalf of students. Always refer to official De Montfort University sources for the most current policies.

Sources and Further Reading

Source	Topic
DMU Referencing Guide – Harvard	Cite Them Right Harvard referencing
Extensions – DMU	Coursework extensions
Deferrals – DMU	Deferral process and deadlines
Academic Integrity – DMU	Bad academic practice and academic offences
Turnitin Student Guides – DMU Library	Submitting via LearningZone and Turnitin
Award Classification Calculations Guidance 2025/26	Degree classification formula
Centre for Learning and Study Support (CLaSS)	Academic skills workshops and tutorials