

## **Procedures to follow when you submit coursework in paper copy**

- i) Collect a Coursework Cover Sheet from the Undergraduate Services reception in AMBS/2.091 for each piece of coursework to be submitted.
- ii) Ensure that all the relevant sections of the Coursework Cover Sheet are completed in ink (pencil will not be acceptable). **It is essential that you write clearly, particularly your ID number.** If the form is illegible it could lead to a record of non-submission of coursework. Please try to avoid completing the cover sheet when you are submitting your work as this can lead to long queues.
- iii) Groupwork: **all group members** should be listed clearly by their Student ID number. Please ensure that the member of the group responsible for handing in the work has this information available in good time to complete the Coursework Cover Sheet – failure to do so could result in a delay in the coursework being handed in whilst group members are contacted with a penalty for late submission being incurred.
- iv) Attach the Coursework Cover Sheet to your coursework in the top left-hand corner.
- v) If the work is too thick to staple or it is contained in some form of hardback cover, please make sure that the Coursework Cover Sheet is attached securely.
- vi) Coursework collection takes place in AMBS/2.091 unless you have been instructed otherwise.
- vii) Coursework will be taken in and receipted **up to and including** the deadline date. It is to your own benefit to submit the coursework as early as possible on or before the deadline date. The latest time by which to submit coursework to UG Services reception point **is 3.00 p.m.**, however the office remains open until 4.00 p.m. Any work submitted after the specified deadline time will incur a penalty.
- viii) On occasions, the Course Coordinator may specify a deadline time earlier than 3.00pm (eg 12.00 noon). It is your responsibility not to leave the handing in of your coursework until the last moment. At busy periods you may find that by the time you reach the front of the queue you have missed the specified deadline and a penalty for late submission will be incurred.
- ix) Coursework submitted after the specified deadline will be accepted but will be marked with the date and time to show late submission.

Occasionally, depending on the nature of the work involved, alternative arrangements are made by the Course Coordinator e.g. the coursework might be collected in during a seminar class. In such cases, the coursework **must clearly identify the following information on the front page:**

ID Number  
Degree programme and year of study (e.g. BA IBFE, 2nd year)  
Course code  
Course title  
Name of Course Coordinator  
Title of assignment (as given by the Course Coordinator)

It is important to note that many resources such as computing, printing, photocopying and binding will be in great demand near a coursework deadline. It is every student's responsibility to plan for these circumstances, as well as allowing sufficient time in the event of transport delays, minor illness etc. **These types of incidents will therefore not be considered as mitigating circumstances.** Always aim to print your work at least a day ahead of the due date to allow time for any last minute problems to be resolved.