

## Policy on electronic submission of coursework

All coursework must be accompanied by a coversheet using the standard University template available from the University VLE, Gateway: [Student One Stop Shop](#).

Dissertations must be submitted in both electronic and hard copy formats.

Students may be required to submit other work at the request of the module leader in either or both electronic and hard copy formats.

Hard copies must be submitted to the relevant School Secretary and a receipt obtained.

All electronically submitted work must be submitted via the Gateway VLE. Work submitted via any other means, e.g. email, CD Rom, memory stick, will not be accepted. Electronically submitted work will not be treated as received and accepted until it has been acknowledged. It is the responsibility of the student to obtain acknowledgement / confirmation of receipt for electronically submitted coursework.

Both hard and electronic copies are subject to the same deadline for submission, as stated in the assessment brief. Unless an extension has been granted by the Dean of School or module leader, through the submission, in advance of the deadline, of an 'Assignment Extension' form, and the new date met, late submissions will incur a mark penalty. The maximum mark awarded for submissions received up to one week late will be the pass mark. Submissions received after this date will receive a zero mark.

A sample of all coursework may be submitted to *Turnitin*, plagiarism detection software.

Students are expected to word process all coursework. Electronically submitted work must be in Word format. Multiple files (two or more) must be submitted as a single ZIP file otherwise only part of the file may be marked. Electronically submitted work must be clearly identified by student ID in the filename, e.g. 123456-Dissertation.doc or 486937\_Integrating\_Project.pdf, and must adhere to any stipulated file size limits, e.g. a maximum file size for dissertations of 37 megabytes.

The onus is on the student to ensure that their submission contains all the material to be assessed in an appropriate format. Students will not normally be permitted to resubmit either in hard copy or electronically if it subsequently transpires that incomplete or incorrect work has been submitted.

It is always the student's responsibility to retain at least one electronic copy of all coursework which must be available for immediate resubmission if required.

External Examiners must have access to all coursework, whether hard or electronic copy.

The format of coursework feedback, i.e. hard or electronic, is at the discretion of the module leader.