UCD School of Nursing, Midwifery & Health Systems

Guidelines for the Submission of Written Assignments

Prepared by the UCD SNMHS Teaching & Learning Strategy Group, 2012

Introduction

Written assignments submitted for a module assessment must be typed and presented with strict adherence to the *School Referencing* Guidelines and *School Plagiarism Policy*. Each written assignment must be accompanied by the correct signed and dated assignment submission form (See: *Assignment Submission Form: Undergraduate* or *Assignment Submission Form: Graduate*). These guidelines should be read in conjunction with the following documents: *Application Form for Late Submission of Coursework Student Guide*; *Policy on Extenuating Circumstances 2010-11*; *Submitting your Assignment Electronically in Blackboard*. These documents are available at: http://www.ucd.ie/nmhs/currentstudents. The following requirements for submission apply to all undergraduate and graduate students:

Submission and presentation

o Each module co-ordinator advises on whether the written assignment should be submitted electronically and whether a hard copy is also required. Both undergraduate and graduate students are typically required to submit assignments using both formats. Where assignments are submitted in written format only, two copies must be presented. Instructions on online submission are set out in *Submitting your Assignment Electronically in Blackboard*.

o The student must retain an electronic version of the submitted assignment. All submitted work must be typed in Verdana script (font size 11) or Times New Roman (font size 12) and should be formatted using double-spaced line spacing**.** Use one or two sides of the page only, and leave margins of 2.5 cm. at the top, bottom, right and left. Each page of the submitted document must be numbered, with page 1 commencing at the introduction to the main body of the assignment. Any appendices should be clearly labelled in the text of the main body of the assignment (e.g. Appendix 1, Appendix 2, etc.) and the appendices should be paginated sequentially using small roman numerals (i.e. i, ii, iii, etc.).

o Each copy of the assignment must be bound using a single staple at the top left-hand

corner. Binding using a plastic folder is not required and plastic folders must not be used to bind each page individually

Word count and submission date

o The module coordinator will normally indicate the precise word count for each individual assignment. The word count is important, since it is a measure of the effort required and the weighting of grades for the module. The word count includes all words from the introduction, to the last word of the conclusion. The references list and appendices are not included in the word count.

o Each assignment must adhere to the word count indicated. Assignments that exceed the required word count will be subject to a penalty, which will normally be a reduction of the grade awarded by one or more grade points. A penalty will normally apply where the word count exceeds 10 per cent of the required word count.

o A student who misrepresents the actual word count will be required to resubmit the assignment and may incur a capping on the final grade.

o Coursework submitted at any time up to one week after the due date will have the grade awarded reduced by two grade points (for example, from B- to C) or, for assessment marked as a percentage, the mark reduced by 10 (for example, from 87% to 77%).

Coursework submitted more than one week but up to two weeks after the due date will have the grade reduced by four grade points (for example, from B- to D+) or, for assessment marked as a percentage, the mark reduced by 20 (for example, from 87% to 67%). Work submitted two weeks after the submission date will be deemed to be non correctable.

Where a student finds they have missed a deadline for submission, they should seek advice from the module leader.

o The granting of permission for late submission is determined on an individual basis. Please refer to the *Policy on Late Submission of Coursework* document.

o An *Application Form for Late Submission of Coursework* must accompany a written assignment which is submitted after the due date.

o A student who is unable to submit an assignment due to extenuating circumstances, as detailed in the *Student Guide to the Policy on Extenuating Circumstances 2010-11*, must submit an *Application Form for Extenuating Circumstances* with all pertinent supporting documentation.