



UCD School of Nursing, Midwifery and Health Systems

UCD College of Health and Agricultural Sciences

UCD School of Nursing, Midwifery & Health Systems Guidelines for the Submission of Written Assignments

Introduction

The following requirements apply to all undergraduate and taught graduate students for written assignments submitted for the relevant programme assessment.

Academic Integrity

You should ensure that your written assignment adheres to a high standard of academic integrity which describes the responsible practice of honesty, ethics, and high standard. Academic integrity is achieved through sound academic writing, avoiding plagiarism, and the use of appropriate referencing and citation. It requires that you give appropriate acknowledgement to the contributions of others in your academic work and adequately paraphrase your information.

Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as the author's original thought. Plagiarism is a serious academic offence, and while it may be easy to commit unintentionally, it is defined by the fact, not the intention. As a student before submission, you should be familiar with the UCD Student Plagiarism Policy. For further information, please read the [UCD Plagiarism Policy](#). There is also a presentation on academic integrity and plagiarism on the SNMHS website, which we recommend.

Paraphrasing

- All your written work should be adequately paraphrased, which requires that you write the thoughts and ideas of others in your own words. An in-text citation must be included beside the paraphrased piece of text and included in the reference list.
- Proper paraphrasing requires more effort than simply changing a few phrases or words and, if not adequate, can be considered plagiarism.
- We recommend that you engage in the [tutorial on paraphrasing](#) provided by the library.
- You can check your draft assignment with the Originality Checker tab in the Brightspace Assessment tab before submission. The originality/similarity/plagiarism report will text match your work against other third-party sources. For some guidance on reading the report, [click here](#).

Format of written assignments

- All written assignments are presented in typed format.
- The font recommended is Verdana script (font size 11) or Times New Roman (font size 12) and should be formatted using double-spaced line spacing.
- Pages should have margins of 2.5 cm. at the top, bottom, right and left.
- Assignment documents should include page numbers, with page 1 commencing at the introduction to the main body of the assignment.
- Referencing should adhere to Harvard style.
- 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.).

Word count

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.

Each assignment must adhere to the word count indicated. No more than 10% above the required word count is acceptable. For example, a written assignment of 1,000 words can be as long as 1,100 words without affecting a student's grade.

Assignments that exceed the required word count will be subject to a penalty.

- A written assignment that exceeds 10% of the word count set will have the grade awarded reduced by one grade point (for example, from B+ to B).
- A student who misrepresents the actual word count will be required to resubmit the assignment and may incur a capping on the final grade.

Submission Process

- Each module coordinator advises on the submission process, and the instructions they provide should be adhered to. Typically, all assignments are submitted in digital format via Brightspace.
- You must submit your assignment on or before the time and date stated (see related late submission policy).
- You should retain an electronic version of the submitted assignment.

Late submission

The *Late Submission of Coursework Policy* sets out the steps to be taken where a student knows in advance that they will not be able to meet a submission deadline. The policy principles ensure that applications may be dealt with fairly and equitably across the University. For further information on the process of late submission, please read the [Late Submission of Coursework policy](#) [Late Submission of Coursework form \(word version\)](#)

Where a student finds they have missed a deadline for submission, they should seek advice from the module coordinator. The granting of permission for late submission is determined on an individual basis.

Late submission- application of a penalty

Where a student is late in submitting coursework for assessment, without extenuating circumstances/approved late submission approval, the following penalties will apply:

- Coursework submitted up to ten working days past the due date will be graded, but a grade penalty will be applied.
- Coursework submitted at any time up to and including five working days after the due date will have the grade awarded reduced by one grade point (for example, from B- to C+).
- Coursework submitted more than five working days but up to and including ten working days after the due date will have the grade reduced by two grade points (for example, from B- to C).
- Coursework received more than ten working days after the due date will not be accepted or graded

In accordance with the Late Submission of Coursework Policy

Extenuating circumstances

A student who is unable to submit an assignment due to extenuating circumstances, as detailed in the Policy on Extenuating Circumstances, they should contact their module coordinator and discuss this matter.

Extenuating circumstances are unforeseen events that prevent students from attending a substantial number of classes, affect their ability to study or complete assessments or impair their performance. Such circumstances include serious illness, hospitalisation, accidents, and family bereavement. In such cases, students may apply for their extenuating circumstances to be considered by the relevant Programme Examination Board.

Foreseen circumstances that prevent students from meeting deadlines cannot be considered under the Extenuating Circumstances Policy and procedure. The University's Extenuating Circumstances Policy provides further guidance and related procedures.

Please read the [Extenuating Circumstances Policy](#)

Details on what constitutes extenuating circumstances, how to apply, deadlines for applying are available [here](#)