

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT - BELFAST
COURSEWORK SUBMISSION SHEET

This sheet must be completed in full and attached to the front of each item of assessment before submission

Student Name:

Registration No:

Course Title:

Module Code/Title:

Lecturer:

Date Due:

NB: LATEST HAND-IN TIME IS 12 NOON ON THE DUE DATE UNLESS OTHERWISE ADVISED

Submitted work is subject to the following assessment policies:

- 1 Coursework must be submitted by dates as specified by the Course Director.
- 2 Students may seek prior consent to submit coursework after the official deadline by the completion of an Extenuating Circumstances Form (EC1). Such requests must be accompanied by a satisfactory explanation and relevant evidence. Your submission will be considered through the appropriate channels and the outcome communicated to you.
- 3 Coursework submitted without consent after the deadline will not normally be accepted and will therefore receive a mark of zero. The date and time of submission will be noted on the receipt

I declare that this is all my own work and does not contain unreferenced material copied from any other source. I have read the University's policy on plagiarism and understand the definition of plagiarism (below). If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

Student's Signature: Date:

DEFINITION OF PLAGIARISM

Plagiarism is the act of taking or copying someone else's work, including another student's and presenting it as if it were your own. Typical plagiarists use ideas, texts, theories, data, created artistic artefacts or other material without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not. Plagiarism also occurs where a student's own previously published work is re-presented without being properly referenced. Plagiarism is a form of cheating and is dishonest.

Advice on proper referencing practices is given early in your course. If you are concerned about referencing techniques, please draw the matter to your Course Director/Year Tutor so that you may receive extra advice.

SUBMISSION HOURS :	
Monday – Thursday	9.30am – 4.30pm
Friday	9.30am – 3.30pm
NOTE TO STUDENTS	
Coursework will only be accepted during the hours indicated above.	

Faculty/School Date Stamp