

COURSEWORK

Presentation of Coursework

All coursework must be word-processed on A4-size paper. All coursework must include appropriate citations and a corresponding full list of references. On some programmes, you will be required to submit two copies of each item of coursework to facilitate second marking or moderation.

All marking in the School is anonymous. Therefore, your name should not appear on your work. Rather, you must enter your University registration number on the front cover sheet and at the top of each page of your coursework. Your coursework should be submitted to your Programme Administrator along with a 'coursework submission form' which is available from them. You may find details of the University's anonymous marking policy at:

<http://www.campus.manchester.ac.uk/tlao/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/>

All programmes should note that you are **required** to submit an electronic copy of your work in **addition** to the hard copy for the purposes of checking for plagiarism.

The school reserves the right to submit any work handed in by students for assessment to electronic systems for detecting plagiarism or other forms of academic malpractice. This includes the JISC plagiarism detection service (TurnitinUK), details of which can be found at:

http://www.jisc.ac.uk/whatwedo/services/as_pas.aspx

Guidelines for the application of penalties when limits for coursework length are exceeded

Please refer to your individual course unit outlines for the length limit for each piece of coursework. The University will apply the penalties noted below if the limit is exceeded.

In the extreme, an over-length submission can be viewed simply as not having met the requirements of the assessment and for a mark of zero to be recorded without the submission being marked.

Extent to which limit is exceeded	Penalty to be applied
No more than 10% over the limit*	5 marks
More than 10% but no more than 25% over the limit	20 marks
More than 25% but no more than 50% over the limit	50 marks
More than 50% over the limit	The work will not be marked and a mark of zero will be recorded
* Penalty <i>may</i> be waived where the limit is exceeded by a trivial amount	

Coursework Submission and Late Submissions

The deadline for **all** pieces of coursework is 1pm (unless advised differently by your module leader), **to your Programme Administrator** (advised in the front of the handbook). If an assessment has not been submitted electronically by the deadline for that piece of work, you will be deemed to have failed to submit that assessment. You will be given details of how to do this in semester one.

The submission of an electronic copy of your coursework is for the purposes of checking for plagiarism. Phrases or sentences in your assessed work may be checked against material accessible on the World Wide Web, using commonly available search tools. You will not be informed before this type of checking is carried out. The University subscribes to an online plagiarism detection service specifically designed for academic purposes. You should keep an electronic copy of your work safely backed up so that it may be submitted electronically if required.

The deadlines for the submission of coursework are given by individual course unit co-ordinators and you will be advised of these as the programme progresses.

The penalty on all course units for late submission of assessment is a mark of zero. If you submit a piece of assessment late the mark will be capped at 50 for this piece of assessment. It will be classed as a second attempt and you will not have another opportunity to resit the assessment. Also the overall module mark will be capped at 50. You will additionally be required to complete a form acknowledging your late submission.

The consequences of any resubmission or late submission will be that you cannot gain a Merit or Distinction. You will be limited to a maximum of an MSC pass.

Given that assignments are set well ahead of the submission date, the only exception to this is where there are strong mitigating circumstances (e.g. medical circumstances documented by a doctor's note) and these have been notified to the Programme Administrator (for consideration by the Exams and Assessment Officer and the Mitigating Circumstances Board) prior to the submission date. Work handed in after the deadline will not be marked. Where the final dissertation (or equivalent) is submitted after the deadline, at the discretion of the Board of Examiners it may be treated in the same manner as a resubmission following failure with the mark capped at 50% (or (40% for programmes with a pass mark of 40%) with no further opportunity for resubmission."

You may find details of mitigating circumstances at:

<http://www.campus.manchester.ac.uk/tlao/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/policyonmitigatingcircumstances/>

Assessment Extension Requests

All coursework or presentation extension requests must go through your Programme Administrator **ONLY**. You need to collect a form from them and submit this with full evidence **PRIOR** to the day of submission. (Anything submitted after the date will be retrospective and may not be even reviewed). Your form and evidence will then need to be approved, until you have received confirmation it has been approved you must

continue to work towards the original deadline. You can ONLY be granted approval from the Exams and Assessment Officer no one else, not even your lecturer. Further details regarding Personal Mitigating Circumstances and what are required are noted further in the handbook.

Feedback On Your Coursework

During the course of your programme you will receive feedback on your progress. Feedback can take many forms, it may be diagnostic to inform the lecturer or seminar leader of your level of knowledge when beginning a course unit or it may be formative, given during a course unit to enable you to improve your performance in further assessments, for example the way you structure or reference an essay and this is the type of feedback that you will probably come across most often. Summative feedback would occur at the end of a course unit to inform you of your performance over the whole unit. You may come across all or some of these examples.

Feedback does not just come from your tutor or lecturer in a formal way, say when you have a piece of coursework returned with a feedback sheet attached. Feedback can also be informal, during a class and can come from your peers as well as from a member of staff or can take place during self-assessment exercises online. It could also occur when a member of staff responds to your questions by email.

You will be asked to evaluate feedback as part of the Student Survey in each semester.

EXAMINATIONS

Many MBS course units are partly or wholly assessed by individual course unit examinations. Details relating to the conduct of these examinations are given below. Some programmes, however, have a single, programme-wide examination. Where relevant, details of this examination are given in Section Two of this handbook.

Examination Timetables

Examination timetables are drawn up by the University's examinations office based on your choice of course units. Prior to the exam periods, you will be contacted by the Examinations office via your university email address with details of your examinations. Your Programme Administrator will publish an examination timetable which will also be posted on the notice boards at MBS and also in the Student Services Centre. Once the timetable is published, amendments to it tend to be rare, although it does occasionally happen that rooms or even exam dates have to be changed. You are therefore advised to keep a very close watch on your email and the notice boards to ensure that you are up to date.

If there is a clash or if you cannot find one of your papers on the timetable let your Programme Administrator know at once.

If you are unable to take examinations on certain days due to your religious beliefs please let your Programme Administrator know during the first week of the semester in which the examinations are to take place, so that we can ensure that they are timetabled accordingly.