

Submission Procedures

You must submit **an electronic copy and two hard copies** of all assessed pieces of coursework. Only one hard copy of Special Subject dissertations is required.

Electronic Submission

Electronic submission of all assessed coursework via Moodle is compulsory so you must enrol on Moodle for all History courses you are taking this year, even if the course tutor is not using Moodle as a teaching aid. If you are asked for an enrolment key, this will normally be 'pizza' (if not, please contact course teacher). Please note that the enrolment key is case-sensitive.

Electronic submission of work via Moodle is done by uploading a file. The process works in a similar way to sending an attachment by email.

1. You should upload your entire submission, including bibliography and footnotes onto Turnitin.
2. Log in to Moodle and open the page of the course for which you are going to submit a piece of coursework.
3. On the left-hand side, there will be a box entitled 'Activities'. Click on the 'Turnitin Assignments' link in this box.
4. A table will appear, listing all of the pieces of assessed coursework required for the module.
5. In the 'Name' column, click on the title of the piece of coursework you want to submit.
6. A description of the assignment will appear. Along the top of the screen, there will be two tabs: 'Summary' and 'My Submissions'. Click on 'My Submissions'.
7. Enter a brief version of the title of your essay in the 'Submission Title' box.
8. Click the 'Browse' button alongside the 'File to Submit' box and select your file from the relevant location on the computer. When you click 'Open', the file name will appear in the empty box.
9. Read the 'Declaration of Ownership' and tick the box to confirm you have read and understood it.
10. Click the 'Add Submission' button at the bottom of the page. You will briefly see a 'Synchronising Data' message.
11. When this message disappears, you should be returned to the 'My Submissions' page. If the screen goes blank, refresh the page by clicking on the 'Summary' tab and then again on the 'My Submissions' tab.
12. On the 'My Submissions' page, in the 'Submission' column, it should say 'Status: Submission successfully uploaded to Turnitin'. **Turn-it-in submission will be considered the definitive 'date stamp' for coursework submission. Your work must be submitted on Turn-it-in by 12.00 noon BST on the day it is due. Turn-it-in will not let you submit after this deadline so do not leave submission to the last minute.** Please liaise with the Undergraduate Administrator if you have been granted an extension.
13. You will also receive an email confirmation to your UCL account. You might want to keep this for future reference.

Troubleshooting

Turn-it-in may experience some technical issues when high volumes of work are submitted, so it is important to submit your work well ahead of the deadline. You can check the status of Turn-it-in at:

http://submit.ac.uk/en_gb/support-services/system-status

The ISD website also has up-to-date information on Turn-it-in:

<http://www.ucl.ac.uk/isd/>

If there is a known system fault and you are unable to submit your work, please email it to history.office@ucl.ac.uk by the 12 noon deadline. Work not emailed to this address by the deadline will count as late and incur the appropriate penalties.

Hard Copy Submission

Two hard copies of each piece of coursework should be placed directly in staff pigeon holes in the departmental Reception within 24 hours of the Turn-it-in submission deadline (or by the time the Reception closes that same day, if the deadline day is a Friday). These two copies must be accompanied by a single completed departmental cover sheet, available in Reception or in the information corridor outside Room G06.

The cover sheet also requires your signature. When you sign the cover sheet, you are confirming the following:

- 1. That you have read and understood the UCL History Department regulations concerning the submission of assessed work.**
- 2. That the coursework is your own work and that any references made to other authors are properly acknowledged.**

Essays, while based upon what you have read, heard and discussed, **must be entirely your own work**. It is very important that you avoid plagiarism, i.e. the presentation of another person's thoughts or words as though they were your own. Plagiarism is a form of cheating, and is regarded by the College as a serious offence, which can lead to a student failing a course or courses, or even expulsion from College.

Any quotation from the published or unpublished works of other persons must be clearly identified as such by being placed inside quotation marks and students should identify their sources as accurately and fully as possible.

You should also avoid self-plagiarism. This means that you must not submit the same piece of work (with or without merely stylistic variation) in order to gain credit more than once. The same criteria apply to self-plagiarism as to other forms of plagiarism, and it is liable to incur the same penalty.

Please see the History Department Study Skills booklet for further guidance on avoiding plagiarism and referencing. (Students not registered in the History Department may obtain a copy from the Departmental Reception or download one from the History Department webpages.) If you have any doubt about what constitutes plagiarism, please ask one of your teachers or the Departmental Tutor for advice.

Recourse to the services of 'ghost-writing' agencies or of outside word-processing agencies which offer correction/improvement of English is strictly forbidden and students who make use of the services of such agencies render themselves liable for an academic penalty.

You should note that the Department uses Turnitin to scan assessed coursework for evidence of plagiarism. This system gives access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities.

3. That the word count stated on the cover sheet is accurate.

You must state the **precise** word count of your essay, **including all the text in your footnotes/endnotes, even if they are just references**. You are not required to include the bibliography, the title of the essay or any headers/footers in the word count. To perform an accurate word count, you should highlight the text of the essay from the first word of the introduction to the last word of the conclusion and ensure that 'Include footnotes/endnotes' is ticked in the word count dialogue box.

No student will be permitted to submit any essay which exceeds the word limit stated in course documentation by more than 10%. Any such essay will not be accepted for submission but immediately returned to the student to be shortened. If the process of shortening the coursework results in submission after the relevant departmental deadline, the normal penalties for late submission will apply – see below. **Any essay found after submission to have an inaccurate word count stated on the cover sheet and to have exceeded the permitted length will be liable for the penalties for overlength work described below under 'Penalties'.**

4. That the main text and footnotes/endnotes of the hard copy of the coursework are identical to those submitted electronically to Turnitin via Moodle.

Electronic submission of all assessed coursework to Turnitin via Moodle prior to the submission of the hard copies is compulsory.

Penalties

Late submission

Unless you have been granted an extension, any essay submitted after the relevant deadline listed above will be penalized as follows:

Up to 24 hours late: 5 mark deduction

Between 24 hours and one week late: 15 mark deduction

Students are advised to submit essays even if they will receive a late-submission penalty. Failure to submit all the required assessed coursework will result in a final result for the course of 'incomplete'. UCL regulations require that a student completes the assessment for all course units taken during their degree programme in order to graduate.

Work submitted more than one week late will receive a mark of 0.

If you find yourself in the position of submitting an essay more than one week late, without having been granted an extension, you must contact the Departmental Tutor or the Undergraduate Administrator so that they can explain the implications.

Overlength work

Assessed work must not exceed the required word count.

Any essay found after submission to have exceeded the word limit will be penalized as follows:

Up to 10%: 10 mark deduction

More than 10%: A mark of 0

Please note that penalties are not applied by the teacher marking the essay, but by the Chair of the Board of Examiners, and are included in the calculation of the final overall mark for the course. You will be notified of this mark in June.