Department of Security and Crime Science guide to submitting coursework

It is the STUDENT’S responsibility to familiarise themselves with the following guidance when submitting ALL coursework.

Failure to comply could lead to you receiving a late penalty on your overall mark.

Anonymity of coursework

- Coursework must be submitted anonymously for marking purposes. Therefore you are not allowed to include your name or your student number or your email address anywhere in the title or in your actual coursework.

Naming your file

- The name of the file should ONLY contain (in the following order) your candidate number, the module code and your word count e.g. ABCD1 – SECUGCXX - 1234 words
- Your candidate number is made up of 4 letters and 1 number.
- Please note that your candidate number is NOT your student number nor your UPI and it cannot be found on your student ID card.
- You are responsible for finding your individual candidate number on Portico- please log into your Portico to find it.

Submission

- You must submit your work in BOTH of the following ways to the department. Failure to do both ways will result in your coursework being marked as a ‘non-submission’.
- Firstly email your work to the shared departmental email address by 1600 on the date of the deadline to: scs@ucl.ac.uk. This is where the official ‘time-stamp’ comes from and the time on OUR email is what will be noted on your student submission record regardless of what time you sent the email.
- Secondly your must submit your work on Turnitin by 1600 on the date of the deadline so that the originality of your coursework can be verified.
- The subject of your email must be: FAO- module convenor’s name- SECUGCXX
- Please don’t email anything to the personal UCL email of the module convenor or any member of the teaching staff.
- All coursework is due at 1600 GMT/BST on the day of the coursework and the department will strictly adhere to this, e.g. if we receive your work at 1601 your work will be marked as late and you will receive the penalty for ‘Calendar day 1’ as stated in UCL Academic Manual: https://www.ucl.ac.uk/srs/academic-manual/c4/ptg-assessment/penalties
- Check what you are submitting BEFORE you submit. It is not acceptable to submit several different versions via several different emails once you realise that you have submitted an old version! Also check that ‘Track changes’ are not showing on your final version as this looks unprofessional.
Late submissions

- All coursework is due at 1600 GMT/BST on the day of the coursework and the department will strictly adhere to this, e.g. if we receive your work at 1601 your work will be marked as late and you will receive the penalty for ‘Calendar day 1’ as stated in UCL Academic Manual: https://www.ucl.ac.uk/srs/academic-manual/c4/pgt-assessment/penalties

- Students are expected to plan their time sensibly, and take appropriate precautions to back-up and safe-guard their work.

- Please allow plenty of time to submit your work and we advise that you submit at the very latest, one hour before the deadline as UCL do not accept any computer or internet issues as excuses for late submission, as stated on our ‘Current Students’ webpage: http://www.ucl.ac.uk/scs/current-students

Title page

- The title page of your paper must contain the following information:
  - Title of essay
  - module name and module code SECUGCXX
  - your candidate number
  - your word count
  - submission date

- The title page will not be included in the word count

- Don’t include your name or student number or email address anywhere in your essay.

Word count

- The departmental policy is that the following are NOT included in the maximum word count:
  - title page
  - abstract
  - tables
  - pictures
  - graphs
  - captions
  - the reference section/bibliography
  - appendices which are included for information purposes only

- The following items ARE included in the maximum word count:
  - footnotes
  - in-text references
  - citations (e.g. a quotation from or reference to a book, paper or author)
  - page numbers
For work that exceeds the specified maximum length by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merits a pass.

For work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.

Please see here for more guidance on penalties for exceeding the word count: https://www.ucl.ac.uk/srs/academic-manual/c4/pgt-assessment/penalties/#3.14.2