**UCL INSTITUTE OF ARCHAEOLOGY DISSERTATION SUBMISSION COVER SHEET 2023** 

*This form should be used as the first page of the electronic submission.*

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| **Student’s 5-digit code** |  |
| **Degree Title** |  |
| **Exact Dissertation Title** |  |
| **Dissertation Supervisor/s** |  |
| **Submission Deadline** |  |
| **Date Submitted** |  |
| **Your adjusted deadline if you have a SORA/extension** |  |
| **Word count (see below for advice)** |  |

**If your project required ethical approval, who approved the project?**

IoA Ethics Committee/ UCL REC committee (delete as appropriate)

**Ethics Reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I consent to my dissertation being made available electronically for consultation by future undergraduate students (Please delete if you do not consent).**

**Students with Dyslexia/Dyspraxia:** Please indicate here if you are registered as having dyslexia with UCL Student Support and Wellbeing: **YES/NO**

**Student Declaration:**By submitting this coursework, I confirm that the attached essay is my own work and any references made to other authors are properly acknowledged. I have read and understand the [Guidance on Plagiarism](https://www.ucl.ac.uk/students/exams-and-assessments/plagiarism) available on UCL’s website and the IoA Student Handbook. Both resources are accessible through <https://www.ucl.ac.uk/archaeology/current-students/ioa-student-handbook/12-information-assessment>, chapter 12.14.

**PLEASE CHECK THE FOLLOWING BEFORE YOU SUBMIT IN ORDER TO AVOID PENALTIES**

1. Make sure you have avoided overdependence on sources/plagiarism by ***running your work through Turnitin*** here *before* submitting **:** <https://moodle.ucl.ac.uk/enrol/index.php?id=34> (>Student help/Plagiarism>)
2. Be sure to submit ***before midnight*** on the day of the deadline – otherwise penalties will apply. If you need additional time and have a good reason which you can document, you have 5 working days after the deadline to submit a request for an extension (although requests should normally be submitted in advance). Check here for the acceptable grounds for extensions https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating
3. If you wish to apply for an extension, submit a completed Extension Form via Portico. Please email [j.medrington@ucl.ac.uk](mailto:j.medrington@ucl.ac.uk) with any queries.
4. Ensure your word count **does not exceed the limit** indicated in your handbook – overlength work will be penalised as there is no leeway(*Exclude:* coversheet,title page, contents pages, lists of figure and tables, captions and contents of tables and figures, acknowledgements, bibliography, appendices. *Include*: in-text citations). See chapter 12.10 of the IoA Student Handbook for penalties:

<https://www.ucl.ac.uk/archaeology/current-students/ioa-student-handbook/12-information-assessment>.

1. If you have a SORA or other extension, please submit your work to the *separate container* provided in Moodle
2. If you need support, contact UCL Student Support and Wellbeing:

<https://www.ucl.ac.uk/students/support-and-wellbeing-0>.

Here is the link to the UCL Student Support Structure

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework>