**UCL INSTITUTE OF ARCHAEOLOGY COURSEWORK SUBMISSION COVER SHEET**

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

|  |  |
| --- | --- |
| **Student’s 5-digit candidate code** (e.g. ABCD1 – available in Portico under My Studies) | \*\*Please remember that you must use thiscode as the Submission Title in Moodle when you upload your work \*\* |
| **Degree title** |  |
| **Year of study i.e. 1,2,3 or 4** |  |
| **Module code** |  |
| **Module title** |  |
| **Module coordinator** |  |
| **Submission deadline as in handbook** |  |
| **Your adjusted deadline if you have a SORA/extension**  |  |
| **Date submitted** |  |
| **Essay title** |  |
| **Word count (see below for guidance)** |  |

**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 assignment is my own work and any references made to other authors and the use of **text generation software** (e.g. **ChatGPT, Grammarly, etc.**) are properly acknowledged*. I have read and understand:*

- UCL’s guidance on academic integrity (<https://www.ucl.ac.uk/students/exams-and-assessments/academic-integrity>),

- UCL’s guidance on how to acknowledge the use of text generation software

<https://www.ucl.ac.uk/teaching-learning/generative-ai-hub/using-ai-tools-assessment#AIGuidance>

- guidance in the IoA student handbook, sections 13.12 to 13.14 (<https://www.ucl.ac.uk/archaeology/current-students/ioa-student-handbook/13-information-assessment>).

If you have used **text generation software**, please complete this section:

 *I acknowledge the use of the following text generation software*:

|  |  |
| --- | --- |
| \*\*enter name of soft­ware/ tool here\*\*  | \*\*describe your use of this software/ tool here\*\* On how to complete this section, consult: <https://www.ucl.ac.uk/teaching-learning/generative-ai-hub/using-ai-tools-assessment#AIGuidance>  |
| \*\*expand as necessary\*\*  | \*\*expand as necessary\*\*  |

 **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>Turnitin Similarity Checker)
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 7 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-4-assessment-framework-taught-programmes/6-extenuating-circumstances/extenuating>. If you want to apply for an extension, submit a request via Portico (<https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/2-short-term-illness-and-other-extenuating-1>).
3. 3. Ensure your word count **does not exceed the limit** indicated in your handbook as overlength work will be penalised. *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. For penalties see

[https://www.ucl.ac.uk/archaeology/current-students/ioa-student-handbook/13-information-assessment.](https://www.ucl.ac.uk/archaeology/current-students/ioa-student-handbook/13-information-assessment.%C2%A0)

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>