**UCL INSTITUTE OF ARCHAEOLOGY**

**COURSEWORK SUBMISSION 2023-24**

Coursework submission

All coursework should be submitted through the relevant Moodle page.  You should attach an IoA coversheet to the front of each piece of work.  This is available on the IoA website here <https://www.ucl.ac.uk/archaeology/current-students>   under Policies, Forms and Guidelines.  The coversheet is also attached to this document.     No hard copies of coursework are required.

Please save your work as Word or PDF documents, *not* as Pages, which Moodle cannot recognise.

Candidate Codes

You should put your candidate code on your coursework.  This is different from your UCL ID number, and you can find the code in Portico under My Studies - it has the format ABCD2.   **Please include this code as the Submission Title when you upload your work in Moodle.**   Please note that this code changes every year.

Extensions to deadlines for coursework

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating>

All coursework should normally be submitted to the relevant container in Moodle by midnight on the day of the deadline.

* If you are unable to meet any deadline, you may request an extension under UCL’s Extenuating Circumstances regulations, which define how UCL can support students who experience sudden, unexpected difficulties which affect their performance at assessment..   Here is the link to the full UCL guidance

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating>

Steps to take to request an extension

* Please note that module coordinators are not permitted to grant extensions.  All extensions must be requested through Portico.
* You should first check that the reason for your request is covered by UCL’s Grounds for Extenuating Circumstances:

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating>

* Complete an Extenuating Circumstances Form in Portico. Supporting documentation from a doctor or other appropriate authority will be required but may follow.\*\*.
* (https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating)
* You must submit your form and evidence **within one week** of the circumstance taking place (although the evidence may follow).
* Requests for extensions of up to one week can normally be approved quickly. You will receive the outcome of your request via Portico
* Requests for more than a week will take longer to approve.

\*\*Self-certification provision

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/6-extenuating-circumstances/self>

* For the 2023-24 academic session, you can **self-certify** for Extenuating Circumstances on a limited number of occasions, as shown below.
* You can self-certify for up to **two** separate *periods* of up to two weeks (14 calendar days) within the 2023-24 academic session (ie between October and April), but each extension will only be for **one week.**
* If your programme includes teaching after Term 3 (e.g  Masters students) you can also self-certify on a third separate occasion. The third occasion can only be used after the end of Term 3, 2024.
* Self-certification periods must be two weeks apart.
* You can only self-certify **before** the assessment takes place (ie before the essay deadline).
* A self-certification period can cover more than one assessment.
* You can self-certify only once for each assessment (you cannot self-certify for successive extensions on the same piece of work, for example).
* Self-certified claims cannot be accepted more than two weeks before the first affected assessment.

Long-term conditions and Summaries of Reasonable Adjustments (SORAs)

Those who have long-term conditions or learning differences (eg dyslexia, mental health condition) should contact UCL Student Support and Wellbeing to request a **SORA**.   These put in place provision appropriate to the condition, and nearly always include an automatic entitlement to one week extensions for coursework (and two week extensions for dissertations).   If you wish to request a SORA you are strongly advised to do so as soon as possible, so that it is in place in advance if you need to call upon its provisions.  Here is the link to further information.    <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/accessing-support>

You should book an appointment to discuss this through askUCL <https://www.ucl.ac.uk/students/askucl>

If those with SORAs need an extension for more than a week, they should use the procedure outlined above.

UCL Penalties for late submission (if no extension has been granted)

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment#3.12>

* If your work is submitted within two working days after the deadline, a penalty of 10 percentage marks, i.e. 10 marks, but no lower than the Pass mark of 40 (or 50 for a Masters module ) will be applied.
* If your work is submitted more than two working days but less than five working days after the deadline, your work will be capped at a Pass mark, i.e. 40 (or 50 for a Masters module), assuming the work merits a Pass.
* If your work is submitted more than five working days late , you will be awarded a mark of 1.

Faculty word-length regulations

* Assessed work should not exceed the prescribed length.
* The following should not be included in the word-count of coursework and dissertations:  coversheet, title page, contents pages, lists of figure and tables, abstract, preface, acknowledgements, bibliography, captions and contents of tables and figures, appendices.
* For written assignments that exceed the specified length by less than 10% the mark will be reduced by five percentage points (i.e. 5 marks), but the penalised mark will not be reduced below the pass mark: marks already at or below the pass mark will not be reduced.
* For work that exceeds the specified  length by 10% or more the mark will be reduced by ten percentage points (i.e. 10 marks), but the penalised mark will not be reduced below the pass mark: marks already at or below the pass mark will not be reduced.

Checking your work with Turnitin

You are encouraged to run all of your work through Turnitin well in advance of submission – here is the link

<https://moodle.ucl.ac.uk/course/view.php?id=34>

(UCL Moodle Home>Student Help>Turnitin Similarity Checker)

Do please get in touch if you have any queries.

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8 November 2023

**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. )

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>