ALLIANCE MANCHESTER BUSINESS SCHOOL

PRESENTATION AND SUBMISSION OF UNDERGRADUATE ASSESSED COURSEWORK

The following guidelines detail the School’s rules on the presentation and submission of coursework that you complete for Alliance MBS courses. Please note that these rules may be supplemented by additional guidelines provided by your Course Coordinator (your course lecturer) on individual courses.

This document covers:

1. Format & Presentation of Assessed Coursework
2. Referencing and Plagiarism
3. Length of Assessed Coursework
4. Submission of Assessed Coursework
5. Penalties for Late or Non-Submission of Coursework
6. Coursework Extensions

If you need clarification on any of the rules relating to a particular course, in the first instance you should refer to the course Blackboard page. If you still cannot find the information you require, please consult your course lecturer.

N.B. If you take a course run by another School (ie it doesn't have a BMAN or MCEL code) the instructions and submission arrangements (including penalties for late submission) may well be different to those in Alliance MBS. It is your responsibility to seek clarification from the Course Coordinator or the School that owns the course if you do not receive this information or are unsure about the procedure to be followed.

(1) Format & Presentation of Assessed Coursework

i) All coursework must be word processed.

ii) The University operates an anonymous marking policy. To ensure that your anonymity from staff and examiners will be preserved only your Student ID number should appear on your assessment. Your ID number should be on all pages of your coursework.

iii) All pages should be numbered.

iv) All assessed coursework should be presented using the following format.

<table>
<thead>
<tr>
<th>Coursework Presentation Criteria</th>
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<tbody>
<tr>
<td><strong>FONT SIZE</strong></td>
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<tr>
<td><strong>CHARACTER SPACING</strong></td>
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<tr>
<td>(on the Format &gt; Font menu)</td>
</tr>
<tr>
<td><strong>MARGINS</strong></td>
</tr>
</tbody>
</table>
(2) Referencing and Plagiarism

Make sure to cite your sources in the main text and that you list them all at the end in a reference section. This allows the examiner to see which references you have used and how/where they have informed your analysis and argument.

Information on citing references and sources in your work and preparing a list of references is provided in the Faculty of Humanities website, Study Skills section http://www.humanities.manchester.ac.uk/studyskills/develop_learner/research_skills/referencing.html

Failure to properly cite and reference material may raise questions about plagiarism, which the University and Alliance MBS take very seriously. Please ensure that you read and understand, “Plagiarism and Other Forms of Academic Malpractice” in the Online Undergraduate Handbook, before you submit your coursework as you will be required to complete the declaration to confirm that you have done so https://ughandbook.portals.mbs.ac.uk/Myassessment/Plagiarismandotherformsofacademicmalpractice.aspx

The University uses electronic systems, such as TurnitinUK, for the purposes of detecting plagiarism and other forms of academic malpractice and for marking.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

(3) Length of Assessed Coursework

Coursework is assessed either by page limit or word count as specified by the Course Coordinator in your individual course description and/or assessment handout. This will also state whether the page limits or word count is to include references, appendices and diagrams etc.

(4) Submission of Assessed Coursework

The Course Coordinator will let you know how you should submit your coursework. The School operates a policy of electronic submission for submissions deemed appropriate,
usually via Turnitin or Blackboard. The details will be provided by the Course Coordinator in the full course description.

**Submission deadlines**

The submission deadline for assessed coursework will be stated in the full course description and may also be included in any assessment information.

**Steps to follow when submitting your coursework:**

1. Submission will be **via Blackboard or Turnitin** as advised by the Course Coordinator.
2. You should **always ensure that you keep a back up** of any work that you submit.

**How to submit your essay to Blackboard or Turnitin**

Full guidance will be given on each course Blackboard page, but please ensure you follow the steps below:

i) You will be prompted by submission link to enter a **submission title**. Please note that this is not your essay title but your **student ID** and **course code** with no spaces, as shown in the example below:

   **Submission title:** 7654321BMAN1111

   You **MUST** enter the submission title for your work in the above manner, **otherwise you risk it being treated as a non-submission**.

ii) For group work, please enter your group number if you have been allocated one, OR the ID number of the student who is submitting the work, together with the BMAN code, eg:

   **Submission title:** Group5BMAN1111
   OR
   **Submission title:** 7654321BMAN1111


**COURSEWORK SUBMITTED BY ANY ALTERNATIVE WAY TO THAT INSTRUCTED (e.g. VIA EMAIL) WILL BE DEEMED A NON-SUBMISSION.**

(5) **Penalties for Late or Non-Submission of Assignments**

Unexcused late submission of assessed work will be penalised in order to avoid the unfair advantaging and disadvantaging of students.

Penalties for any piece of assessed coursework submitted after the designated deadline are as follows:
A penalty of **10 marks** per day up to a **maximum of 5 days** will be deducted from the mark for the piece of assessed work if it is submitted late. After 5 days a mark of **zero** will be awarded.

A day constitutes the 24 hour period following the submission deadline.

<table>
<thead>
<tr>
<th>Example</th>
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<tbody>
<tr>
<td>Assuming the maximum number of marks to be gained is 100 and the submission deadline is 3.00pm.</td>
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<tr>
<td>If the coursework would normally be given a mark of 65% and is submitted after 3.00pm (i.e. 3.01pm onwards) on the submission day but before 3.00pm the following day, a penalty of 10 marks will be applied and a mark of 55% would be awarded.</td>
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<tr>
<td>All days including Saturdays, Sundays and Bank Holidays count. This will be regardless of how much the assessed work counts towards the final mark.</td>
</tr>
<tr>
<td>Late penalties are determined by the time on the receipt you receive i.e. it is not the time when you click to upload your work. It follows that you should allow yourself sufficient time to submit your work before the deadline and that you don’t leave it until the last minute.</td>
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Please note that this is a University policy for Undergraduates and it is not at the discretion of the School or the individual lecturer to abate the policy.

(6) **Coursework Extensions**

Extensions can be granted to students where there are exceptional mitigating circumstances (e.g. strong medical reasons). In such cases, the Alliance MBS Assessment and Student Support Centre must be informed, in writing (studentsupport@mbs.ac.uk), and will liaise with the Course Coordinator on the granting of an extension. Penalties will be applied to work which is handed in after the set deadline unless **prior** agreement to its late submission has been arranged; such agreement will only be granted where strong mitigating circumstances exist.

It is important to note that University computing facilities can be in great demand near a coursework deadline. It is every student’s responsibility to plan for these circumstances, as well as allowing sufficient time in the event of peak system usage or minor illness etc. **These types of incidents will therefore not be considered as mitigating circumstances.** Always aim to submit your work ahead of time to allow time for any last minute problems to be resolved.

Full information on Mitigating Circumstances may be found in the handbook via the following link [https://ughandbook.portals.mbs.ac.uk/Myassessment/Mitigatingcircumstances.aspx](https://ughandbook.portals.mbs.ac.uk/Myassessment/Mitigatingcircumstances.aspx)