

**Department of Applied Linguistics and
Communication**
COURSEWORK COVERSHEET



Your name

Title of module

Module Tutor.....Degree Programme

Title of essay/assignment

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Deadline Date of submission

One copy of your essay, with this coversheet attached, must be submitted to the Department Administrator in room G04, 26 Russell Square no later than 6pm on the date that the assignment is due. You must also submit an electronic copy of your essay via BlackBoard under the relevant module before 6pm on the day of the deadline. You should not submit this cover sheet with your electronic submission.

Assignments are marked anonymously, so please do **not** state your name anywhere on the assignment.

Late submission

Please note the following extract from your programme handbook:

“From 2008/9 any work that is submitted for formal assessment after the published deadline is given two marks: a penalty mark of 40% for undergraduate students or 50% for postgraduate students, assuming it is of a pass standard; and the ‘real’ mark that would have been awarded if the work had not been late. Both marks are given to the student on a cover sheet. If the work is not of a pass standard a single mark is given.

If you submit late work that is to be considered for assessment then you should provide written documentation, medical or otherwise, to explain why the work was submitted late. You will need to complete a standard pro-forma and submit it, with documentary evidence as appropriate, to the Department Administrator, which will be considered by the Chair of the Examinations sub-Board for your programme (see the BA and MA handbooks for details). The case will then be considered by the appropriate sub-Board or delegated panel.

If no case is made then the penalty mark will stand. If a case is made and accepted then the Examination Board may allow the ‘real’ mark to stand.”

Plagiarism Declaration

I have read and understood the Birkbeck guidelines on plagiarism, as set out in the Handbook. In particular I understand that plagiarism if detected may lead to a wide range of sanctions being applied, including the termination of my registration at the College.

Signed Date