

PPLS POSTGRADUATE SUBMISSION PROCEDURES

All PPLS coursework submissions are electronic and must be submitted through Turnitin on Learn, you do not submit a hard copy of your coursework. Occasionally you may be required to submit through the Learn Grade Centre or a paper copy – this information will be provided to you as part of your submission procedures for each assessment.

For the electronic submission you need to log into Learn and click on the course link for the course you are submitting an assessment for. On the course's content page you will see an assessment coversheet that you must review and agree the work you are about to upload is your own. Once you have marked the coversheet as reviewed, the submission folder with the Turnitin link to upload your assignment will become visible.

When the Turnitin link appears you will be able to submit your coursework. You will see a pre-filled form with your name automatically filled in and must only add your **exam number** and **word count** to the submission title box – do not add your essay title here. Your essay title should be at the beginning of your assignment. To upload your assignment click on the browse button to open your computer's file browser and select the document you want to submit. Please make sure that you are careful and choose the correct file for submission as you can only upload one single file per submission.

When you successfully submit your assignment you will receive a confirmation receipt from the system. You can also check your submissions by viewing your Turnitin assignment inbox.

If you have any problems using the system please contact the Postgraduate Office in advance of the submission deadline to let them know of your issue.

All coursework assessments should be anonymous in order to maintain fair marking. Your exam number must be at the top of every page and the page number at the bottom. Your name or matriculation number **must not** be on any of your assignments.

The Postgraduate Office will check all coursework submitted to ensure it meets the requirements stated for each submission. If a piece of coursework does not meet the requirements it will be deleted and the student informed to resubmit. The Postgraduate Office is not required to check the coursework until the deadline applies so this can result in late submission penalties being applied to your work; please ensure that you are aware of any requirements for each piece of work you submit.

Please note that submission of coursework is taken from the date and time recorded on Learn.

On completion of marking, everything will be returned to the Postgraduate Office where we will take note of the mark awarded and you will receive an email to your university email account letting you know when to collect your assignment. Alternatively marks may be returned directly on Learn; again you will receive an email to confirm.

Any student enrolled in a class out with PPLS must ensure that they check with the relevant submission office to find out how to submit; procedures can vary across the University.

Layout of Assignments

Where the layout requirements have been specified on the DRPS entry for a course then you must follow those instructions. Other submissions can be made using the following generic information:

Type or Print

- Consistent and clear type of laser print quality should be used for all copies for both text and illustrations
- Double sided printing for any paper copy submissions

Character Size & Styles / Fonts

- Should be at least 11 points, with body text (text other than headings) not exceeding 12 points
- Where there is a choice of character style or font, a serif font – e.g. Times New Roman or Palatino – should be used for the main text and a san serif font – e.g. Helvetica or Arial – for headings and labelling diagrams etc

Word Spacing & Division

- Text should be set to ensure an even spacing between words for any particular line
- Line spacing should be set for 1.5

Anonymity

Assessed work is marked anonymously *when possible*. There will be occasions when it is not possible to mark a piece of work anonymously, e.g. a performed piece, an oral presentation, a dissertation where the specialised nature of the topic identifies the student, where an assignment title has been agreed with the Course Organiser. However, marks are anonymised for other markers and examiners.

Attendance Monitoring through Coursework

All students' attendance must also be recorded in compliance with the UK Governments Points-Based Immigration rules. It has been agreed that any student within the College of Humanities & Social Sciences must have their attendance confirmed through coursework submission.

If you miss any deadline for a piece of coursework owned by the School of PPLS you will be contacted by the PGO staff. If you are simply running late then please do reply as soon as possible; if you do not reply please be aware that a record is kept and this could trigger you being expelled from the University, and the UK if you require a visa to study.