



Coursework Submission Form and Statement of Original Authorship

02

A copy of this form must be completed for every piece of coursework submitted. If the coursework submission is a group project, only one form is required per group submission, although all members of the group must sign the declaration.

All students are reminded that failure to submit coursework on time will result in a penalty or ZERO marks.

All information must be provided. When completed, this form must be signed and attached to the front of the coursework.

A. Coursework Details

A1. Name (or names for group submission). Please put FAMILY NAME first, followed by other names, please use official names only.

Family Name

First Name

Student 1:

Student 1:

Student 2:

Student 2:

Student 3:

Student 3:

Student 4:

Student 4:

Student 5:

Student 5:

Student 6:

Student 6:

A3. Degree

Degree type (BSc, BEng, MSc, MEng etc.)

Degree Name (e.g. Computing Science)

A4. Year

Enter 1, 2, 3 or 4 only

A5. Module reference

CT

Module number (e.g. CT106)

Module name

A6. Name of module leader or tutor responsible for this assignment

A7. Name or details of assignment or its reference number

A8. Date coursework due to be submitted

A9. If you have been granted an extension, enter the date here and attach an approved and registered extension form

B. Important Notices

- B1. Coursework is often required for scrutiny by external examiners and in many cases is not returned to students. It is also possible that coursework can be mislaid by staff. Therefore you **must** keep a copy of all coursework submitted and be able to supply additional copies if the need arises. Where the loss of coursework arises from staff action, you will be reimbursed any costs of production.
- B2. If you have been granted a coursework extension, the approved extension request **must** be attached to this form. You are advised to retain a copy of the extension for your own records.
- B3. Coursework must be presented in the standard form required by the Department unless otherwise explicitly stated in the module description or by written instructions given by the module leader. Details on formatting are given in *programme handbooks* and in separate pamphlets on coursework.
- B4. Once coursework has been submitted, **changes to the submission cannot be made**, e.g. new pages added etc.

C. Declarations

- C1. I/we* certify that this is my/our* own work and that use of material from other sources has been properly and fully acknowledged in the coursework submission.
- C2. I/we* certify that this work has not been submitted either partly or wholly for any other assignment
- C3. In the case of individual assignments or those parts of group assignments which are required to be produced individually, I acknowledge that the submitted work has been created exclusively by me and that I have not been assisted nor have copied part or all of somebody else's work, either with their explicit approval or without their knowledge or consent.
- C4. I/we* understand that the normal consequences of cheating in any element of this assessment is to fail the module and that the matter may also be referred to a UMIST disciplinary panel who may set additional module results to zero.
- C5. I/we* confirm that I/we* have received a copy of the current *programme handbook* and note on coursework and plagiarism and that I/we* fully understand the meaning of the term plagiarism and cheating.
- C6. I/we* confirm that the information I have given is correct to the best of my knowledge.

* 'I' applies to individual assignments, 'we' applies to group submissions.

Signed: _____ Date: _____

Firmly attach this form to the front of your coursework submission. All coursework submissions should be posted in the appropriately labelled locked box outside Reception- DO NOT place coursework in pigeon holes, send by post or leave under doors- such coursework will be treated as late arriving and receive zero.

D. Coursework Received

(ONE of the following to be completed only)

D1. Received on schedule

D2. Received during
penalty period

D3. Received after penalty
period

Received by (initials)		
Penalty	Penalty	Penalty
Date received	Time received	Course administrators initials
Late	Late	Late
Date received	Time received	Course administrators initials