

UNIVERSITY OF BRISTOL LAW SCHOOL
COURSEWORK GUIDELINES 2016-17

1. All coursework questions (formative and summative) are published on the relevant unit Blackboard course.
2. Summative coursework should be submitted via each unit's Blackboard course using the 'How to Submit' instructions document (which is available in every unit).
3. You must complete the Effective Legal Scholarship tutorial, study these Coursework Guidelines and complete a submission quiz before you are able to submit your coursework.
4. You must submit your coursework by the stated date at 12pm. You should allow plenty of time to complete the Effective Legal Scholarship tutorial, take the submission quiz, and submit your coursework before the 12pm deadline.
5. You must familiarise yourself with the University plagiarism policy, which is in the [University Examination Regulations](#).
6. By submitting your coursework, you consent to allow it to be checked for plagiarism using Turnitin. More information on this system is available in the [Rules and Regulations for Students](#).
7. Summative Coursework is marked on an anonymous basis, using candidate numbers only. You must not use your name, username or student number anywhere on your summative coursework.
8. Coursework that is submitted late, without a coursework extension, is penalised by a mark reduction of 10 marks (out of 100) for a delay of up to 24 hours, and 5 further marks for each subsequent period of 24 hours or part thereof. One week after the deadline there is a final cut-off after which the work is given zero and treated as if it had never been submitted. The 24 hour periods run from the deadline for submission including Saturdays and Sundays.
9. You are required to state the number of words you used on the coversheet. If you exceed the word limit, the whole essay will be marked, but a deduction will then be made from this mark according to the extent of the breach.

The following table summarises the penalties that will be applied.

Essay exceeds by up to (words)	Penalty deducted from intellectual mark
100	5 marks
200	10 marks

300	15 marks
400	20 marks
More than 400	30 marks

For example, if the word limit is 1500 words and you submit an essay of 1560 words (which is within 100 words excess) your mark will be reduced by 5 marks. Thus if the essay achieves an intellectual mark of 65, your final mark will be 60.

Please note that you are no longer permitted to exceed the word limit by a small margin without penalty.

Footnotes, Endnotes and Bibliography

These **do not** count towards the word count.

Please note that any content included in a footnote will not be assessed for marking purposes. This means that putting text into footnotes to avoid exceeding the word limit is of no advantage as the examiner will ignore it.

Please also note that there are a range of referencing styles which may produce slightly different word counts. The School permits you to use any style of referencing as long as it is used consistently (the library guidance suggests that we are more prescriptive than is the case). The library can advise on the different styles.

10. You must include a bibliography. The bibliography should include all works cited, together with all other works consulted which have influenced your thinking for this piece of work. Appendices are not permitted.
11. A candidate who needs to request an extension should download the Coursework Extension Form from Law Student Information > Assessment > Coursework. Completed forms, together with supporting evidence, must be emailed to the Undergraduate office (law-ug-coursework@bristol.ac.uk), or Postgraduate Office (law-pg-coursework@bristol.ac.uk), no later than the day before the submission date. Paper copies will not be accepted.
12. Avoidable computer problems, such as computer viruses, failure to make back-up copies or temporary internet access problems, are not accepted as a valid reasons for late submission. Extensions will not be granted for technical problems.
13. If you miss the deadline for extension requests or coursework submission, you must contact the Undergraduate office (law-ug-coursework@bristol.ac.uk), or Postgraduate Office (law-pg-coursework@bristol.ac.uk) as soon as possible.

14. You are responsible for checking that submission of your coursework has been successful. From your Blackboard home page, under 'Tools' on the left hand side, click on 'My Grades'. Select the submission course in the left-hand window, find your submission in the right-hand window and click on the name. On the next page, you should see the file that you have submitted. It is important that you check that you have submitted the correct document successfully.
15. The Law School may make coursework available anonymously to current and future students as example of previous answers. If you wish to exclude individual pieces of coursework from this agreement, please notify the Undergraduate Office (law-ug-office@bristol.ac.uk) or Postgraduate Office (law-pg-coursework@bristol.ac.uk).

Professor Keith Stanton
Chair of the Examination Board
Law School