**School of Languages, Linguistics and Film Assessed Coursework Coversheet**

For undergraduate (BA) modules coded:

CAT-, COM-, EAL-, FLM-, FRE-, GER-, HSP-, LAN-, LIN-, POR-, RUS-, SML-

**Please read and note the following guidelines:**

1. To assist with anonymous marking, please use your nine-digit student ID number only: do **NOT** use your name anywhere on your coursework.
2. Normally you will be required to submit one electronic copy of coursework via the module’s QMplus area. Most deadlines in this School are set for a Sunday night (23:55). You will be informed by the module organiser of any exceptions to this procedure, either regarding the time or method of submission. It is your responsibility to ensure that you know and meet the submission requirements for each piece of coursework.
3. You must keep a copy of all coursework you have submitted.
4. Extensions to deadlines may ONLY be granted by the Senior Tutor for your department. In order to be granted an extension, you must submit a claim for Extenuating Circumstances BEFORE the coursework deadline. SLLF has an online EC claim form. Details and links to the form can be found on [QMplus School of Languages, Linguistics and Film Landing Page](https://qmplus.qmul.ac.uk/course/view.php?id=4516&section=1).
5. Late submission, without an agreed extension due to extenuating circumstances, will be penalised according to the QMUL regulations relevant to your level of study.
6. Work submitted within 7 DAYS of the deadline will be accepted but subject to a late submission penalty against the marks awarded. The work will be marked normally, and then a late submission penalty of five marks (or 5% of the marks if not marked out of 100) per 24 hour period will then be applied.
7. Work that is more than 7 DAYS late will not be accepted and will not be marked and will receive a mark of ZERO.

**You are reminded that plagiarism, that is copying someone else’s words or ideas without attributing them to that person, is cheating. This is a serious examination offence and at the very least will result in a mark of zero being awarded for this piece of work; it could result in your expulsion from Queen Mary.**

**By handing in this coursework you acknowledge that it represents your own, unaided work and that you have appropriately acknowledged all sources.**

**Please complete the following details:**

Student ID Number:(9-digit number):

Module CODE and TITLE:

Title of Coursework:

Essay no:

Number of words written:

Module Organiser:

Seminar Tutor (if applicable):

**Please continue your coursework on the next page**