

CS-M00 Research Methodology

Lecture 2: Coursework Submission System

Anton Setzer

[http://www.cs.swan.ac.uk/~csetzer/lectures/
researchmethodology/12/index.html](http://www.cs.swan.ac.uk/~csetzer/lectures/researchmethodology/12/index.html)

Friday 5 October 2012

Rules for Coursework Submission

- ▶ College of Science requires zero tolerance for coursework deadlines.
 - ▶ If you don't submit it on time (even if you are 1 minute late) you get 0%.
 - ▶ The only exception is if you have extenuating circumstances.
 - ▶ A special procedure has to be followed if you want to claim extenuating circumstances.
- ▶ All paper coursework deadlines will be at on a particular day (Mo - Fri) at 11:00.
- ▶ Most electronic submission are via Blackboard.
 - ▶ Turnitin will check for plagiarism.

Rules for Coursework Submission

- ▶ All paper coursework needs to be submitted to a specific drobox.
 - ▶ For computer science coursework should be the wooden box near the Student Office in Faraday Building.
- ▶ All paper coursework needs to be submitted with a cover sheet which contains a specific bar code for you.
 - ▶ **Please print it out ahead of time, not in last minute.**
 - ▶ **Shortly before 11:00 large queues for printing out are to be expected.**
- ▶ The following is the procedure as it is at the time of writing those slides. It is likely that there will be changes.
 - ▶ Please refer to <https://science.swansea.ac.uk/intranet/help/students/coursework> for latest updates of instructions.

Coursework Submission

- ▶ Instructions at
<https://science.swansea.ac.uk/intranet/help/students/coursework>
- ▶ Login to College Intranet at
<https://science.swansea.ac.uk/intranet/>
- ▶ This will then show you a list of **all coursework due for you.**

Courseworks

This page lists all your courseworks, grouped by status.

Current

You should have received the assignment details for these courseworks. When you have completed each piece of work, click the appropriate 'Submit' link and print the cover sheet that's displayed.

Module	Lecturer	Title	Deadline	
CS-170	Dr. A. Beckmann	Winning Strategies	Oct. 7, 2011, 11 a.m.	Cover sheet


Future

These courseworks will be handed out later in the year. The title and dates are subject to change, but should give you a rough idea of forthcoming workload.

Module	Lecturer	Title	Set Date	Deadline
CS-110	Dr. N. Harman	Control Flow	Oct. 10, 2011	Oct. 14, 2011
CS-170	Dr. A. Beckmann	Cellular Automata	Oct. 10, 2011	Oct. 17, 2011
CS-110	Dr. N. Harman	Variable Declaration	Oct. 17, 2011	Oct. 21, 2011
CS-130	Mr. C. Whyley	Report 1	Oct. 24, 2011	Nov. 29, 2011

Printing out Cover Sheet

- ▶ The following only applies to coursework submissions by paper (not electronic submissions).
- ▶ Find coursework, click “Cover sheet” link.
- ▶ You will get a preview of cover sheet.
- ▶ Print out the Cover Sheet from your browser.
- ▶ Staple it to your course work



Swansea University
Prifysgol Abertawe

College of Science Intranet

Logged in as: John Smith. [Logout]

HOME > SUBMISSION > MY COURSEWORKS > COVER SHEET

Coursework Submission Cover Sheet

Please print this page and staple it securely to the front of your coursework. The coursework should then be submitted before the deadline to the dropbox in **2nd Floor Student Reception, Faraday Building**.


Penalty Waiver

If you intend to submit this work after the deadline and have good reason for doing so, you can submit a penalty waiver application.

Penalty waiver application:

The waiver application form should be stapled securely to the evidence you have for the late submission and submitted as soon as possible to a teaching administrator in **2nd Floor Student Reception, Faraday Building**.

[Print Cover Sheet](#)



Swansea University
Prifysgol Abertawe

College of Science

Coursework Submission

Module **CS-170**

Coursework **Winning Strategies**



Swansea University
Prifysgol Abertawe

College of Science

Coursework Submission

Module **CS-170**

Coursework **Winning Strategies**

Lecturer **Dr. Arnold Beckmann**

Deadline **07 Oct 2011 11:00**

Student Number **123456**

By submitting this work, you agree to the following statement:

"I am aware of the University policy on unfair practice and I certify that this coursework is the result of my own independent work except where otherwise stated, and that all other sources are explicitly acknowledged"

This cover sheet should be securely stapled to the front of your work, and then submitted before the deadline to the dropbox in 2nd Floor Student Reception, Faraday Building.

Generated at 14:20 04/10/11.



20fba

Handing in

- ▶ Hand in at submission box.
- ▶ Afterwards check email for a receipt.

Submission Box



Only for computer science submissions
Check for any notes and emails about Changes

Receipt

Hi John,

Your coursework for CS-170 has been received.

Details:

Module: CS-170

Coursework: Winning Strategies

Deadline: 07 Oct 2011 11:00

Received: On time

This receipt is available online at <https://science.swansea.ac.uk/intranet/submission/receipt/20fba>

Late Submission

- ▶ If you want to submit late with a valid reason you can apply for penalty waiver.
- ▶ The penalty waiver application is a separate cover sheet you print and hand in to the student office with any supporting evidence (e.g. doctor's note).
- ▶ To print the penalty waiver form, click on “Penalty waiver application” and print the page.
- ▶ Penalty waiver application can be printed after you printed the cover sheet (but should usually be handed in with the coursework).