CS-M00 Research Methodology
Lecture 2: Coursework Submission System

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

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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.

Coursework Submission

▪ All paper coursework needs to be submitted to a specific drobbox.
  ▪ 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.

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.
Coursework Submission Page

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.

<table>
<thead>
<tr>
<th>Module</th>
<th>Lecturer</th>
<th>Title</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-110</td>
<td>Dr. N. Herman</td>
<td>Control Flow</td>
<td>Oct. 30, 2011</td>
</tr>
<tr>
<td>CS-120</td>
<td>Dr. A. Beckmann</td>
<td>Cellular Automata</td>
<td>Oct. 20, 2011</td>
</tr>
<tr>
<td>CS-130</td>
<td>Dr. R. Herman</td>
<td>Variable Declaration</td>
<td>Oct. 21, 2011</td>
</tr>
<tr>
<td>CS-130</td>
<td>Mr. C. Whitley</td>
<td>Report 1</td>
<td>Oct. 21, 2011</td>
</tr>
</tbody>
</table>

Future

Three 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.

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
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-178 has been received.

Details:
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Module: CS-178
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/2010ba

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).