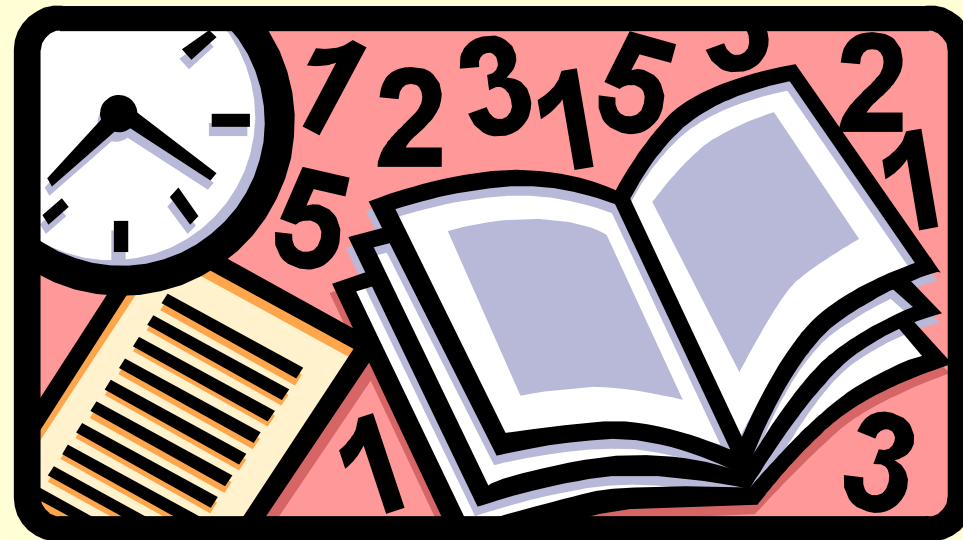


# Coursework Tutorial for Year 1 Students



# The purpose of coursework

- provides a **focus** for your studies.
- requires you to **prepare, consolidate, rehearse** and **reflect** on your learning.
- designed to help you **achieve the learning outcomes** specified for your module and to **measure** and judge the degree to which you achieve these learning outcomes.

# The importance of attendance

- 9.1 Students are expected to attend all classes associated with the programme and be punctual and regular in attendance.
- 9.2 A student who has not been in attendance for more than three days through illness or other cause must notify immediately the Course Director using the NA1 form. The student shall state the reasons for the absence and whether it is likely to be prolonged. Where the absence is for a period of more than five working days, and is caused by illness which may affect their studies, the student shall provide appropriate medical certification in accordance with the *General Regulations for Students*. If the period of non-attendance affects the submission of Coursework then an EC1 should be submitted to the Course Director.
- 9.3 Students who are absent without good cause for a substantial proportion of classes may be required to discontinue studies, in accordance with the *General Regulations for Students*.

# The importance of coursework

- coursework will carry marks which will contribute to your final module mark.
- The pass mark for the module shall be 40%.

# Preparation of coursework

- read instructions carefully
- note hand-in date and plan accordingly
- never rely on others to submit your work for you
- do not plagiarise
- act on feedback / marks received
- keep copy of all of marked assignment work
- keep archive copy of all electronic coursework

# Submitting coursework

- follow instructions on your coursework specification
- submit with assignment cover sheet
- keep your receipt
- keep a copy of your work



UNIVERSITY OF ULSTER  
SCHOOL OF COMPUTING & MATHEMATICS  
COURSEWORK SUBMISSION SHEET

University Date Stamp

This sheet must be completed in full and attached to the front of each item of assessment before submission to the School Office (16G24).

Student's Name.....

Registration No.....**B00**.....

Course Title .....**BSc Hons Interactive Multimedia Design**.....

Module Code/Title .....

Lecturer .....

Date Due .....  
(NB: Latest hand-in time is 3:30pm on the due date unless otherwise advised)

**Submitted work is subject to the following assessment policies:**

1. Coursework must be submitted by dates as specified by the Course Committee.
2. Students may seek prior consent to submit coursework after the official deadline; such requests must be via a completed EC1 form sent to the Course Director along with appropriate evidence such as a medical certificate.
3. Coursework submitted without consent after the deadline will not normally be accepted and will therefore receive a mark of zero.

*I declare that this is all my own work and does not contain unreferenced material copied from any other source. I have read the University's policy on plagiarism and understand the definition of plagiarism. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.*

Student's Signature ..... Date .....

.....  
**COURSEWORK RECEIPT – Not valid unless stamped**

Student's Name .....

Registration No.....**B00**.....

Module Code and Title .....

*It is your responsibility to retain this receipt.*

University Date Stamp

# EC1 form - Extenuating Circumstances

- If you cannot submit coursework by deadline (or if you miss an examination), extenuating circumstances must be provided on EC1 form:
  - by date of coursework submission
  - within five days after examination
- form available from [http://imdweb.infj.ulst.ac.uk/illness\\_absence\\_exten/ec1\\_and\\_na1.html](http://imdweb.infj.ulst.ac.uk/illness_absence_exten/ec1_and_na1.html)
- submit to the School Office
- will be considered by School EC1 panel and feedback given via email.

# What is plagiarism?

- Plagiarise: "To take and use as one's own, the thoughts, writings or inventions of another" (OED)
- "submitting someone else's work as if it were your own"

# Why do some students plagiarise?

- genuine lack of understanding about what constitutes plagiarism
- belief that one's own work is inadequate
- poor writing and research practice
  - e.g. referencing, citations, quoting
- to get higher marks
- to save time and effort
- because everyone else does it
- cultural factors

# What's wrong with plagiarism?

- penalises honest students
- degrades academic standards, degrees, and institutions
- future negative impact on professional standards if students are not learning required topics properly
- **it's cheating!**

# Citing and referencing

- significant proportion of your knowledge at university derived from work done by others of authority in their subject.
- mainly from written work in the form of books, journals and authoritative electronic resources.
- coursework may require submission of work based on what you have read or discovered from other sources.
- as such, you will need to refer to material written or produced by others.
- this procedure is referred to as **citing references**.

# Why is referencing necessary ?

- acknowledges the work of others.
- demonstrates the body of knowledge on which you have based your work.
- enables others to trace your sources and lead them on to further information.
- helps distinguish between your own thoughts, ideas and contributions and those of others on which you are basing your work.
- helps avoid plagiarism.

# How do I cite references?

- the system chosen in the Faculty of Computing and Engineering for citing and referencing is **The Harvard System**.
- make use of: <http://www.harvardgenerator.com/>
- you must familiarise yourself with the Harvard System and use it in all of your written work.
- full details available in Faculty Student Handbook and on Library web pages
  - <http://library.ulster.ac.uk/eng/jtown/scm/citation.php>

# LRC Tasks

- Take a photo (using your camera) from the gallery section (where the periodicals are stored) down towards the book section.
- Finding the location of the journal 3D World on the shelves (using the Library catalogue) and taking a photo of the box that holds the latest issues.
- Taking a photo of the computing books that are sitting on the shelves of the short loan room.
- Taking a photo of the print/photocopy card machine and the top-up machine beside it.
- Issuing a book on the self-service machine and getting a receipt from it.
- Taking a photo of the Book return bin in the LRC (not the outside one)
- Bring photos to next SAG meeting