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 plagarism.

Rules for Coursework Submission

- All paper coursework needs to be submitted to a specific drobbox.
  - For computer science coursework should be the wodden 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**.
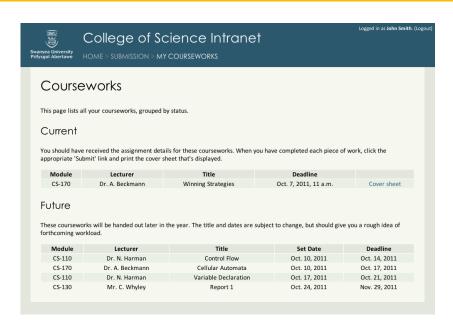
Coursework Submission Page

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

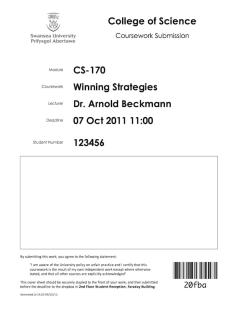# Cover Sheet Preview

Cover Sheet Printed

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

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Hi John,

Your coursework for CS-170 has been received.

Details:
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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
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Late Submission

- If you want to submit late with a valid reason you can apply for penality 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 penality waiver form, click on "Penality 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).