

Department of Methodology Coursework Submission Guidelines

Coursework submissions format and process

All coursework is submitted in electronic format, on the Moodle page of the relevant course. No hard copy is to be submitted. pdf is the preferred file format. The full assignment must be contained in a single file.

Coursework files should be titled with the course code and the student's 5-digit candidate number, e.g. MY426-11056.pdf. Your candidate number is available via LSE for You from mid-October.

The title page should include the following: course code; candidate number; title of submission; word count.

Submission deadlines specify a date and time. Moodle records the date and time that submissions are received. You should be ready to upload your submission at least a few hours before the deadline. Be aware that, with online submission for a large course, congestion on the Moodle page in the final moments before the deadline may result in a delay in your submission going through successfully.

Word limits

A strict word limit is provided for each assignment, and must not be exceeded. When a submission exceeds the word limit, the markers will stop reading at the word limit and will make a judgement based only on the content up to the word limit. The bibliography/reference list is not included in the word count.

Extensions

Time management is a fundamental professional skill. The Department expects all students to meet the submission deadline for assessed course work. Extensions can only be negotiated in exceptional, unforeseen circumstances, and when backed up by documentation. If a student believes it will not be possible to submit on time, it is better to contact staff in good time before the deadline rather than at the last minute.

If a student believes that he/she has good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she should complete an [extension request form](#) and attach supporting evidence. This should be discussed with the Course Leader to gain their approval. If approved, the signed form must be submitted to the Programme Professional Services Staff (Esther Heyhoe or Anna Izdebska).

Students may only apply for extensions up to a maximum of 7 days in advance of the deadline. It is not possible to request an extension after the deadline has passed. Extensions will be granted only where there is good cause backed by official supporting evidence in line with the [Standards of Evidence table](#), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English. Any extension granted will be confirmed in writing to the student.

The length of the extension depends on individual circumstances. Extensions beyond 10 working days weeks are only granted in rare and exceptional circumstances, and with additional approval by the Chair of the Exam Sub-Board.

Once a new (extended) deadline is agreed, that new deadline has the same standing as the original one. Failing to meet the extended deadline will result in late penalties. Further extensions will not be given.

Students whose Inclusion Plan (IP) includes the ability to negotiate deadlines should contact their course teacher before the deadline, wherever possible, to negotiate an extension. When an extension is granted on the basis of a pre-existing condition, as recorded in an IP, no further extension is possible unless new and unforeseen causes of delays arise.

For further information about requesting a coursework extension please see the [website](#).

Late penalties

If a student fails to submit by the set deadline (or approved extended deadline as appropriate), the following penalty will apply:

Five marks out of 100 will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

Feedback on formative coursework

Students receive written feedback on formative assignments, usually within 2 term-time weeks of submission. Occasionally, on large courses, due to the volume of work for individual staff members, the turnaround time may be up to 3 weeks.

Feedback on summative coursework

Students receive written feedback on summative assignments submitted in Michaelmas or Lent Term within 4 term-time weeks of submission.

Last revised: December 2018