

University of Birmingham
School of Languages, Cultures, Art History and Music
Taught Programmes Essay/Assignment Cover Sheet 2022-23
This must be included as the first page of all work submitted for your assessment

Required Information:

Module Title:	Vienna: Study of a Musical City	
Module Level (LC, LI, LH, LM)	LI	
Where relevant, assessment component		
Student ID (SRN)	2332158	
Essay/assignment title:	Essay II	
Confirmed Word Count:	2537	
Have you had an extension agreed?	Yes	No
If Yes, what is your extension deadline?	16 th January 2023	

REMINDERS

1. Insert your **Student ID Number** in the top right-hand corner of each page and on this cover sheet.
DO NOT PUT YOUR NAME on the assignment or in your **File Name** or on this cover sheet.
2. Assignments should be submitted electronically **by 12.00 NOON on the published deadline**. You will normally be asked to submit your assessed work via the Assignments tab on the module Canvas page. In contrast to previous academic years, there will usually be ONE submission portal for each assignment, rather than separate portals for on-time and late work.
3. You are strongly encouraged to meet the original published deadline. After this period, late work (without agreed extension) will be penalised 5 marks per working day late. There may be occasions when unforeseen circumstances mean that you need to request an extension. From 2021-22, University policy on extensions has changed. For further information on extensions in the College of Arts and Law and other support available to you, please [click here for the Wellbeing Canvas page](#). Where work is submitted late with or without an extension, your feedback will also be delayed.
4. You should take care to submit your final and complete version of the assessment, and ensure you upload your essay to the correct assignment section on Canvas.
Please also note:
 - a) If you discover that you have submitted the incorrect version of an assessment, you will be able to submit the correct version up to the submission deadline without penalty. Once the deadline has passed, markers will mark the latest version of the essay that is available at the point of marking.
 - b) Students who have applied for an extension should not submit draft work ahead of the deadline. Markers will mark whatever version of work is presented to them in a portal at the time of marking, and it will not be possible to mark subsequent versions.
 - c) Don't submit your work at the 'last minute'. Uploads can sometimes take several minutes, particularly for rich content like Powerpoint presentations and video submissions.
 - d) If you experience any problems whilst trying to submit, email the relevant DOML admin inbox with a copy of your work attached **immediately** and inform them of the problem.
5. By submitting this assignment you are **declaring that it is not plagiarised**, but rather all your own work, and that all quotations from, allusions to and paraphrasing of the work of others have been appropriately cited and referenced according to the MHRA Style Guide. By submitting this assignment you are also declaring that the submission is free of self-plagiarism (defined by the University's Code of Practice on Academic Integrity as 'The reproduction in full, or in part, of work the Student has previously submitted, including work submitted as part of the same Programme or any previous Programme at this or another institution. This would also include reproduction of

articles, publications, software produced by the Student, without appropriate referencing'. Your marks are always provisional pending the completion of Turnitin and Academic Offences checks and Exam Board ratification.

6. If you believe that your performance may have been affected by illness or similar matters, your submission declares that you have followed the guidance on extenuating circumstances and extensions. Please indicate if you have received an extension for this piece of work and include the new submission date in the box above.
7. Standard written assessments should be submitted **as MS Word or PDF files**. Where applicable, you will be given guidance on acceptable file formats for other assessments such as audio or video assignments.

STUDENT REFLECTION ON FEEDBACK AND ASSESSMENT

As the starting point for your summative assessments, please complete this individual Student Reflection on Feedback sheet when you submit your work. This coversheet invites you to think about feedback you have received at earlier points in your course and how you have responded to it in this new piece of work. Thinking carefully about how the feedback you have received previously can help to improve your performance. It is helpful, too, for the marker to know what feedback you have had previously on similar pieces of work, and how you have tried to act on it. Knowing the range of different kinds of feedback you have had can also help us to use more those kinds that are most helpful to you.

Your marker will engage with your reflection either in a comment on what you write here, or in their feedback to you. The extent to which you have improved on previous pieces of work will **NOT** affect your mark. Your work will be marked on the basis of its own merits as a piece of academic work, **NOT** on the basis of the answers you give in the box below. Instead, your response will help us to work with you to make feedback helpful.

What feedback have you received on earlier assessments, or while preparing this assessment?

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How have you responded to that feedback in this assessment?

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What feedback on this assessment would best help you think about your next one?

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