Music Department Submission Guidelines 2018/19

All undergraduate coursework for assessment (summative coursework) should be submitted to the appropriate box in the Music Department Office (WT004), in **two hard copies -** each copy with the appropriate cover sheet (downloaded from the Music Department website http://www.rhul.ac.uk/music/informationforcurrentstudents/home.aspx) - where its receipt will be formally registered. It should **not** be handed to the course tutor or left in staff pigeonholes.
Each copy should be secured by a staple in the top left hand corner – please do not use paper clips as pages may become detached leaving your coursework incomplete. **Comb Binding should only be used for Special Study submissions and ONLY plastic comb binding, not wire or anything else.**
Submission of coursework by post, email attachment or fax is not permitted except in very exceptional circumstances and by special prior arrangement with the Department Manager (Louise Mackay). Submissions not supplied with a cover-sheet and/or not formally submitted in the manner described above will be deemed not to have been submitted.
In addition, where the coursework consists of an essay or dissertation, it should also be submitted electronically to Turnitin via Moodle (http://moodle.rhul.ac.uk/). The electronic copy should be identical to the hard copies submitted to the Department Office.
The coursework cover-sheet should bear your seven digit **candidate number** for the current year and not your name or Student ID number; this helps to safeguard your anonymity during the marking process. For 2018-19 all candidate numbers will follow this format: **190xxxx.**
There may be further coursework within a course (formative coursework); such coursework should be submitted directly to the course tutor, as the course tutor directs.
The Department adheres to strict deadlines: it is the only way to be fair to all students. Any failure to submit assessed work will be monitored and repeated failures to submit will be dealt with via the formal warning process.

The dates for the formal submission of undergraduate coursework in 2018-19 are:

Term 1
- (i) 1pm on Wednesday of week 7 – 7th November 2018;
- (ii) 1pm on Wednesday of week 12 – 12th December 2018;

Term 2
- (i) 1pm on Wednesday of week 17 – 16th January 2019;
- (ii) 1pm on Wednesday of week 22 – 20th February 2019;
- (iii) 1pm on Wednesday of week 27 – 27th March 2019;

Term 3
- (i) 1pm on Wednesday of week 32 – 1st May 2019;

You course tutors should advise you in class or via Moodle, which deadline date you are expected to submit to for each of your courses. Certain Undergraduate courses may have alternative deadline dates to those above. **Please therefore ensure you check Moodle regularly.**