

School of Law

Cover Sheet for Essays & Assignments¹

Student ID Number: _____

Course Code: _____

Topic: _____

Word Count: _____

Due Date: _____

INSTRUCTIONS:

- Please ensure that your Student Number is on **each page** of your work. **Please DO NOT include your name as this work is ANONYMOUSLY marked.**
- **Copies:** You should keep an electronic copy of your work to protect against the loss of the original.
- **Format:** Work should be type-written and have at least a 3 cm left hand margin for comments to be made.
- **Handing in:** Work must be handed in to the essay hand-in boxes located on the ground floor outside tutorial room 110. If no particular time is specified by your lecturer, work is to be handed in no later than **12.00noon** on the due date. Work submitted **after the due date and time** will only be accepted where the following conditions are satisfied: (1) Work handed in during working hours after the due date and time **must** be handed in to a Law School Administrator, at Reception, Level 5, Law School Building. (2) Work submitted outside of normal working hours after the due date and time **must** be emailed to the Academic Administrator (heather.couch@canterbury.ac.nz) and will be accepted only where a hard copy of the assignment is submitted to Reception, Level 5, by 12.00noon on the next working day.
- **Late work will** be penalised. The penalty shall be calculated at the rate of 5 percent of the total number of marks available for the piece of work submitted, for each day (or part thereof) that it is overdue, including Saturday and Sunday.²
- **Word count:** The word count includes footnotes unless the written instructions for the essay or assignment direct otherwise. A penalty may be imposed where work exceeds the specified length.
- **Extensions** will only be granted on good grounds (details of which can be found in the Law School Undergraduate Handbook). All applications for extensions should be made to the **Academic Administrator** (who can be contacted at Reception, Level 5, Law School) before the due date where possible, or as soon as is practicable in other cases, on the Application Form available from the Reception, Level 5, Law School. Students using computers are advised to back up and save work regularly. Computer failure is unlikely to suffice as a basis for an extension request except in exceptional cases.
- **Plagiarism:** Any instances of plagiarism will be penalised and may be subject to University disciplinary procedures. Ensure that you attribute your sources for any quotation. Footnote and reference your work accurately and include a bibliography unless directed otherwise.

It is recognised that students will discuss course work and assignments with others, and such discussion is an important part of the learning process. However, any work presented by a student for credit in a course must be that student's own original work. If students are directed to complete work submitted for credit in groups, the work submitted must be the original work of the group. Work submitted in breach of these requirements or which fails to comply with other instructions contravenes the University's Dishonest Practice and Breach of Instruction Regulations. Such work will either not be marked, and all credit for the work in question forfeited, or the matter will be referred to the University's proctor for investigation and possible referral to the University's Disciplinary Committee. Further guidance relating to plagiarism can be found in the School of Law Undergraduate Handbook at p.19.

¹ This policy does **not** apply to take-home tests.

² E.g. if an essay is marked at 70/100 (B+) and handed in two days late, it will attract a penalty of 10 marks (5 x 2 = 10), resulting in the final award of 60/100 (B-). An essay marked at 17.5/25 (B+) and handed into two days late will attract a penalty of 2.5 (1.25 x 2 = 2.5), resulting in a final award of 15/25 (B-). An essay marked at 14/20 (B+) and handed in two days late will attract a penalty of 2 marks (1 x 2 = 2), resulting in a final award of 12/20 (B-).