


APPENDIX 2: EXAMPLES OF FACULTY ASSIGNMENT BRIEFS

 Bournemouth University	<h1>Coursework Assignment Brief</h1>		Academic Year
	Programme Title		Level
	Unit Title		
	Faculty	Title of Brief: Critical Essay	This assignment is a formal element of coursework worth XX% of the overall unit mark (Each piece of coursework may vary according to the unit)

THE BRIEF

Details of what the students are expected to do.

- Relate the brief to the ILOs that the assignment is testing.
- Include criteria for assessment and weightings if using.
- Ensure the criteria relate to the ILOs.
- Include here any formative details e.g. presentations of work in progress.
- Make it explicit if this is a group or individual piece of work.
- This proforma should be considered as the Faculty's default template for coursework assignment briefs. If any brief (for example, the Dissertation) requires a different format then use this template as a checklist to ensure all relevant information is provided.

SUBMISSION DETAILS

Requirements for the format of what is to be submitted, including word count or its equivalence, details of electronic copies and hard copies, where/how to submit, who to contact if there are technical issues when submitting online etc.

DEADLINE

Date and time:

Please note that this is the final time you can submit – not the time to submit!

Your feedback and mark for this assignment will be provided on **[enter agreed date here]**

The feedback method: Oral/written/electronic (delete/amend as appropriate)

HELP AND SUPPORT

Please describe how any questions arising from this assignment brief should be handled – e.g. tutorials (if factored into teaching load), in seminars, online forum, etc.

- You must acknowledge your source every time you refer to others' work, using the **Harvard Referencing** system (Author Date Method) (or an alternative referencing style stipulated for the assessment). Failure to do so amounts to plagiarism which is against University regulations and is classified as an academic offence. Please refer to <https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-cite-references> for the University's guide to citation in the Harvard style.
- There are also other types of academic offences including duplication or 'self-plagiarism'. Refer to: **How to avoid academic offences** page (<https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-academic-offences>) for further details.

- Students who require **learning support** may contact Additional Learning Support on <http://studentportal.bournemouth.ac.uk/learning/als/index.html>.
- General **academic support** is available via the Academic Skills community on Brightspace.
- **Additional support** is provided by the Faculty. International postgraduate students should contact ??? all other undergraduate and postgraduate students should contact???
- If you have any valid **exceptional circumstances** that mean you cannot meet an assignment submission deadline and you wish to request an extension, you will need to complete and submit the Exceptional Circumstances Form for consideration to your Programme Support Officer together with appropriate supporting evidence (e.g. GP note) normally before the coursework deadline. *Please make sure you read these documents carefully before submitting anything for consideration.*

Disclaimer: The information provided in this assignment brief is correct at time of publication. In the unlikely event that any changes are deemed necessary, they will be communicated clearly via e-mail and Brightspace and a new version of this assignment brief will be circulated.

Version: 1



Faculty

Assignment Briefing Sheet

Programme:		Level:	
Unit Name:		Unit Tutor:	
Assignment Marker:			
Assignment Title:			
Feedback method: Oral/written/electronic (delete/amend as appropriate)			
Issue date:		Submission date and time:	
Weighting of this assignment: (as % of total coursework assessment for the unit)		Format of what is to be submitted, including word count or its equivalence, details of electronic copies and hard copies, where/how to submit, who to contact if there are technical issues when submitting online etc.	
<p>Please note that in accordance with the current University regulations any coursework assignments submitted after the due deadline will be regarded as 'late' and awarded a mark of 0%.</p> <ul style="list-style-type: none"> • Therefore if you are unable to submit your assignment on time due to medical or other exceptional circumstances you must complete a 'Exceptional Circumstances' form PRIOR to the deadline and submit it to your Programme Leader for approval. Exceptional Circumstances forms are available from your Programme Support Officer or online in the 'Faculty Students' area of Brightspace. You must acknowledge your source every time you refer to others' work, using the Harvard Referencing system (Author Date Method) (or an alternative referencing style stipulated for the assessment). Failure to do so amounts to plagiarism which is against University regulations and is classified as an academic offence. Please refer to https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-cite-references for the University's guide to citation in the Harvard style. • There are also other types of academic offences including duplication or 'self-plagiarism'. Refer to: How to avoid academic offences page (https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-academic-offences) for further details. 			
<p>Details of the assignment task(s) to include:</p> <ol style="list-style-type: none"> 1. Rationale 2. The learning outcomes being assessed 3. Overview of assignment 4. Assessment criteria and weightings (conforming to the Unit Specification) 			