

MAYNOOTH UNIVERSITY

DEPARTMENT OF ANCIENT CLASSICS

ESSAY/WRITTEN ASSIGNMENT COVER SHEET

Name of Student _____

Student Number _____

Module Name _____

Module Code _____

Essay Title _____

Lecturer _____

Word Count _____

LATE SUBMISSION OF ESSAYS/WRITTEN ASSIGNMENTS

- **Ten** percentage points will be deducted from the mark awarded for an essay/written assignment during the first week or part thereof that the essay/written assignment is submitted beyond the due date. Essays/written assignments submitted **more than one week late** will not be accepted at all, unless an extension has been granted by the Head of Department.
- Extensions will be granted only in **exceptional circumstances**. The student must apply to the **Head of Department** for such an extension **in advance of the due date**, and the grounds for the application must be **extremely cogent, such as difficult personal circumstances** or a **substantial period of illness**. **The student will be required to supply a medical certificate as proof of illness**. Where an extension is granted, a new due date will be set, and if this date is not met the essay/written assignment will be penalized as described above.

Declaration by student

I declare that this essay/written assignment is my own unaided work, and is free of plagiarism. (Departmental policy on plagiarism is set out in the section on 'Essays' in the Student Handbook relating to your course.)

Signed:

Date: