

Undergraduate Coursework

Coursework Submission procedures

All essays must be submitted through the [FASer online coursework submission system](#) on or before 5.00pm on the deadline date. As well as submitting your work online students are required to submit a 'watermarked' hard copy to the Departmental Office, with an essay cover sheet attached (available from the Departmental Office) within 24 hours of the deadline. It is recommended that you familiarise yourself with the online submission process in advance of your first essay deadline. The FASer website contains a practice submission for you to try which may identify any software incompatibility or other problems.

Please note that the History Office closes at 4.45pm (Monday–Thursday) and 4.30pm (Friday). Vacation closing times may vary.

If there are exceptional circumstances where you cannot submit your essay on-line and the essay has to be submitted by post it MUST be sent to the History Office by ***** RECORDED DELIVERY*****. This is the only way in which you will have proof of posting in case your essay gets lost in the post. You must then check with the History Office to confirm receipt.

IMPORTANT - Coursework Deadline Policy

There is a single policy at the University of Essex for the late submission of coursework in Undergraduate courses: All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University's and department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available via the Registry webpages at http://www2.essex.ac.uk/academic/students/ug/crswk_pol.htm

Guide to essay and dissertation writing

An extensive guide to writing History essays and projects, including information on referencing and footnotes, can be found in the History Department's Undergraduate Student Handbook. If you have not yet picked up a copy you can get one from the History Department Office or download the pdf version from our website.

Plagiarism

Plagiarism is considered as a very serious matter by the University. A proven case will at best give you a mark of zero for the offending piece of coursework and at worst you could be required to withdraw from the University. The Departmental Handbook has a section on referencing, please ensure you read and understand it. We also recommend you read the University's web pages on Plagiarism <http://www.essex.ac.uk/plagiarism/>

Outside Option and Study-Abroad Students

Please consult the History Department's Undergraduate Student Handbook for valuable information on writing, presenting and submitting History essays including information on referencing and footnotes.