

## Submission of Essays

Plagiarism: Plagiarism means presenting the words of another writer as if they were your own. This is a serious matter, and if it is detected in your essay it may result in an automatic failure mark. The way to avoid plagiarism is very simple: always put quotation marks around someone else's words and credit them to their source. If you also borrow ideas from another writer, say so. In this way you can impress an examiner by showing that you have done some research. You do not always have to appear utterly "original"!

The Essay should be submitted with a cover page which can be down loaded at:

[http://www.nuigalway.ie/philosophy/essay\\_prep/Submission.html](http://www.nuigalway.ie/philosophy/essay_prep/Submission.html)

In preparing your essay please consult the Check List for Essay Preparation on the Website (

[http://www.nuigalway.ie/philosophy/essay\\_prep/index.html](http://www.nuigalway.ie/philosophy/essay_prep/index.html))

### Late Submission of Assignments

1. Students are required to submit assignments by the due deadline set by the Department, using the submission procedure specified for that assignment.
2. The Department may at its discretion and for good cause sanction a one-week extension to individual students, provided that in advance of the deadline the student submits a written request (by e-mail or letter) for such an extension and that this extension is agreed in writing (by e-mail or letter).
3. In the first instance, students seeking an extension shall contact the staff member who is convener of the relevant module. In such cases students will normally be required to present a medical certificate or other evidence of a compelling reason for late submission. Again, this must be agreed in writing. On submission, the written authority for an extension shall be attached to any such late assignments.
4. Where an extension is being requested on grounds other than medical ones, i.e. when no medical certificate is forthcoming or where the extension being sought extends for in excess of one week, then the student must seek the permission of the Head of Department for the extension.
5. Where an extension has not been agreed in advance, or where a student submits an essay after agreed extensions have expired, the Department may impose a penalty for late submission. For each day that elapses between the expiration of the deadline and the receipt of the work by the Department, 2 percentage points will normally be deducted from the student's mark for that assignment.
6. Assignments must be submitted in sufficient time to allow them to be marked in accordance with Departmental, Faculty and University deadlines for the return of marks. Assignments that are not submitted sufficiently in advance of these deadlines may not be accepted for marking.