[Assignment code: Assignment number – Assignment Type]

# Assessment Summary:

* 1. **Assignment [x] summary:**

|  |  |
| --- | --- |
| Submission deadline | [date and time] |
| Word count\* |  |
| Feedback due | [date and time] |

Word count includes: [*N.B. Placeholder text, edit as required:* In-text references.]

Word count excludes: [Contents pages, executive summaries, tables, figures, appendices and bibliographies.]

## 1.2 Unit summary

[Unit Credits: xx credits]

Assignment 1 [Assignment type and weighting (%) for the unit]

Assignment 2 [Assignment type and weighting (%) for the unit]

Assignment 3 [Assignment type and weighting (%) for the unit]

## 1.3 Learning Outcomes Assessed:

You will demonstrate:

[List learning outcomes]

## 1.4 Course-wide relevance

[Identify which **skills** this assignment will enhance.

In which **other modules and assessments** are these skills relevant?

How will these skills enhance their **employability**?]

# Assignment Details:

## 

## 2.1 Task: [Type of assignment]

[Outline what the student is required to do.]

## 2.2 Word Limit:

xxxx words.

[*N.B. Placeholder text, edit as required:* For the purpose of calculating the word count, in-text references are included, whereas contents pages, executive summaries, tables, figures, appendices and bibliographies are excluded.

The marker(s) will stop reading the work once the word count has been exceeded.]

## 2.3 Submission Instructions:

[*N.B. Placeholder text, edit as required:* Upload your assignment to Moodle using the Department’s cover sheet. The cover sheet is linked to here:

Your file should be in a Word or ODT format. Your work will be marked anonymously so please write your student number on it and not your name.]

## 2.4 Deadline:

[dd/mm/yy hh:mm]

## 2.5 Use of Generative AI

This assignment is classified as Type [A/B/C] for the use of Generative AI. This means that (*delete as applicable*) the use of Generative AI is not permitted at all for this assignment/ Generative AI is permitted for this assignment as an assistive tool for [input acceptable usage, e.g. sequencing your notes]/Generative AI is integral to this assignment and should be used in the manner outlined in the description of the task above.

You must reference use of Generative AI appropriately. The Library’s guide to referencing AI is here: [Artificial intelligence - Web Search - Library at University of Bath](https://library.bath.ac.uk/websearch/artificial-intelligence)

# Instructions

## 3.1 What should an [assignment type, e.g. annotated bibliography] include?

[Give an overview here on the **structure** you’re looking for, **format** (font, line spacing etc), and the **skills** you’re expecting them to demonstrate.]

## 3.2 Exemplar Material

[If you can, and if appropriate, provide links to examples of this assignment type or include as appendices.]

## 3.3 Mark scheme:

**[Let them know details of the mark scheme (matrix/rubric) that will be used to grade their work, hyperlinking to this if possible.]**

**[Reproduce the relevant learning objectives for this assignment and indicate their weighting in %.]**

## 3.4 Using your feedback

[Direct the students to re-read the feedback from a previous assignment where they would have received feedback related to the skills being tested in this assignment. Invite them to reflect on how they could improve their performance this time.]

[Point forward to how the feedback they receive for this assignment will help them with specific future assignments, e.g. their second semester report.]

## 3.5 Content and Process:

[Let them know which classes will help them with **content** for this assignment and which class will concentrate on the **process** of creating an assignment of this type. Let them know the best forum for **asking questions** about the assignment.]

# Contact details and Additional Help and Support

## 4.1 Unit convenor

[*N.B. placeholder text, edit if necessary:* If you need additional guidance or clarification, you can contact the unit convenor, [name] by email ([xxxx@bath.ac.uk](mailto:xxxx@bath.ac.uk)) Their office hours are xx.].

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N.B. The text below this point could either be kept within this document or copy and pasted into Moodle since it will be the same for each assignment you set. As above, the text is merely suggested. Edit it to suit your purposes.

## 4.2 Moodle Pages

[Remember to make full use of Moodle. It contains slides, reading lists, lecture recordings and links which you can use in conjunction with your own notes to help you complete your assignments.]

## 4.3 Referencing

[The style of referencing we use is Harvard Bath. The University’s guide to referencing is on the [Library website](https://library.bath.ac.uk/referencing).]

## 4.4 Skills Centre

[The University Skills Centre has [self-paced online units](https://www.bath.ac.uk/guides/online-academic-skills-resources/) to improve your writing and referencing skills.

They also run:

* Writing drop-in session
* Academic Writing Circles
* 1:1 Writing Tutorials
* Feedback by email
* Skills Enrichment Workshops

You can get more information about their services and [book individual support](https://www.bath.ac.uk/guides/academic-writing-support/).]

## 4.5 Students’ Union

[The SU Advice & Support team can provide independent and confidential advice and guidance on this process. You can find out more [here](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thesubath.com%2Fadvice%2Facademic%2Fimcs%2F&data=05%7C02%7Ceclk21%40bath.ac.uk%7C0bbf537c02fd4fa9c70408dc2704d589%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C638428148915922848%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=9A4k%2FNAN8KA7gsR9ZJUFMY%2Fi3YjS7z9nTeKflS5mjG0%3D&reserved=0)  and you can email any questions[here.](mailto:suadvice@bath.ac.uk)]

## 4.5 Student Support and Personal Tutor

[Your Personal Tutor is available for support. You can also contact the Student Support helpdesk, which is in The Roper Centre (4 West). You can also find their contact details, opening hours, and more information [here](https://www.bath.ac.uk/professional-services/student-support/).]

[If you have a DAP do remember to draw on support from your assigned tutor for help with your assignments.]

## 4.6 Individual Mitigating Circumstances, Deadline Extensions

[If you experience a problem which temporarily prevents you from undertaking an assessment or significantly impairs your performance in that assessment, you should apply for an ‘IMC’ or coursework extension.

The University’s guidance states:

IMCs may be related to your own circumstances (such as ill health, a serious accommodation crisis or prolonged technical problems) or circumstances involving others that have a significant impact on your ability to undertake assessments (such as the illness of a close family member or friend). They are normally unexpected and unavoidable circumstances.

Important information about how to request an extension to the assessment deadline or for ‘Individual Mitigating Circumstances’ to be considered is explained in the ‘[Guides to IMC](https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/)’.]