

Penalties on late submission

Submitting after the deadline has passed will always lead to a penalty.

- If the work is less than 24 hours late, the penalty will be 20% of the maximum marks of the assignment.
- If it's more than 24 hours late, the assignment will be marked as a zero.

If there are unforeseen circumstances, such as a serious or prolonged illness, disability or bereavement, you must be able to provide proof of your unforeseen circumstance and, if possible, do this well before the deadline to get an extension.

Penalties for overlength work

Exceeding word limits will also lead to a penalty.

- Work exceeding the noted maximum word count by less than 10% will receive a penalty of 10% of the maximum marks
- For Final Project Report: Exceeding the word count by more than 10% will reduce the points to zero.
- For the Energy Forum Essay: Exceeding the word limit by more than 10%, but less than 20% will reduce the points by 20% of the maximum, and exceeding by more than 20% will lead to zero points.

Reporting an inaccurate word count incurs a 10% mark penalty (of the maximum marks). Note also that the dates and seminar information asked for the Energy Forum essay do **not** contribute towards the word count

Word count does not include bibliography or appendixes, but does include words in footnotes, endnotes, captions, diagrams and tables. Do note that appendixes should be used sparingly and they will not be considered in the marking. Going above the word limit will be penalised in the marking. 1,5 row spacing, 12 p font recommended.

Plagiarism

Plagiarism counts as a "misconduct in studying" and can have consequences ranging from being marked down to a formal investigation involving the dean. Please read the following link and take it into account in your writing. Also pay attention to the similarity score next to your submission on turnitin – high score (more than 30%) means something needs to be corrected, or at the very least checked

- Sometimes it's your reference list pushing up the score, this is not a reason for concern.
- If it's you quoting things verbatim, this can be an issue even with references, if used excessively (too little own material)
- Using text from others, without adding a reference to it, is clear plagiarism

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