

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 grade will be reduced by **two**, or to zero, whichever leads to a higher grade.
- If it's more than 24 hours late, the assignment will be marked as a **zero**.
- This applies to all assignments

If there are unforeseen circumstance, 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.

- *For Final Project Report*
 - For work exceeding the noted maximum word count by less than 10%, the grade for the assignment will be reduced by **one**
 - Exceeding the word count by more than 10% will reduce the assignment grade to **zero**.
 - 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. 1,5 row spacing, 12 p font recommended.
 - Reporting an inaccurate word count incurs a penalty of **one** grade for the assignment.
- *For the Energy Forum Assignments:*
 - The word limits are less strict here, but students are strongly recommended to stay within the suggested word count. Assignments *clearly* overlength (e.g. twice the allowed length) may be penalized, with the exact penalty left to the discretion of the marker.

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 your reference list pushing up the score, this is not a reason for concern.
- If the high score results from 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

- Your submission will be included in the database against which other documents are compared. Use plagiarism checker under “Assignments”, documents submitted here will not be included in the database (and thus it will not appear as if you were plagiarizing yourself)

<https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-code-of-academic-integrity-and-handling-violations-thereof#10-3-3-misconduct-in-studying>