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 **SUBMISSION COVERSHEET: [Assessment name (e.g LT essay); Course Code; Course Title]**

***Note for the departments:***
*Please amend and adapt the coversheet as applicable. Highlighted text indicates content which needs to be updated or removed, according to departmental practices.*

1. You must complete all sections of this coversheet for submission and upload it together with your submission for the above assessment. **You must ensure you upload the correct and most up to date version of your work and save a copy of it before submitting.**
2. Your answer paper should be saved and submitted as a **Microsoft Word Document (.doc or .docx) or pdf file together with this coversheet.**
*Please specify here if you want students to upload one single file that includes the coversheet, the answers and LoN (where applicable) or if you want students to upload separate files.*
***Important update:*** *Students can submit multiple files on Moodle Assignments. Turnitin can now generate reports for all the submitted files that are in a compatible file format. Therefore, it is now possible for students to submit their answer paper, the coversheet and any Letter of Notification (LoN) as separate files (see* [*Assessment related guidance*](https://lse.atlassian.net/wiki/spaces/OLGFS/pages/347668483/LSE%2BOnline%2BAssessment%2B-%2BGuidance%2Bfor%2BStudents)*).*
3. Save your assessment using your five-digit **candidate number** followed by the **course code** in the filename (e.g. 78654-LL4Y9.doc).
4. Make sure your five-digit candidate number is included in your document (i.e. in the header or footer). **Your name must NOT appear anywhere in the document.**
5. You must ensure you submit your work with the completed coversheet within the specified deadline (which might include an agreed extension). Failure to submit before the deadline could result in the application of [late submission penalties](https://info.lse.ac.uk/current-students/services/assessment-and-results/exams/exam-discipline-and-academic-misconduct).

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| **CANDIDATE NUMBER:** (**Five digit number** – this is not the same as the number on your LSE ID card.) |

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| **Fit to sit / submit**By submitting this work, you have declared yourself fit enough to do so. “Fit” in this instance does not only apply just to physical or mental health, but other factors which may affect your academic performance. If you do not feel that you are fit to submit, you should consider requesting an extension or deferring your assessment. More information about making a request can be found [here](https://info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/exceptional-circumstances).  |

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| **Academic integrity Statement** By submitting this work to the School you confirm you will abide by and uphold the [School’s Code of Good Practice](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/CodeOfGoodPractice-UGDIPPG.pdf), [Ethics Code](https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-Code) and academic integrity as outlined in the [School’s Regulations on Assessment Offences](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-2022-23.pdf) and department guidance (see Appendix) and you also confirm that:• the work in this assessment is solely your own; and• you have not conferred or colluded with anyone in producing this specific assessment\*; and• you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and• where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and• your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance) and;• you understand the School has the right to ask you questions about the originality of your work if deemed necessary\*It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment. |

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| *For dissertations/appropriate research assessments only***Research Ethics Approval**I confirm that my assessment adheres to the [School’s Research Ethics Policy and Procedures](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/resEthPolPro.pdf) and that ethics approval was obtained for this research: YES / NO If YES: Ethics approval reference number: **OR:**I confirm that this study involved none of the elements for which ethics approval is required[[1]](#footnote-1): YES/NO  |

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| **Students with a Letter of Notification (LoN)**If you have a disability and you have been provided with a **'Letter of Notification' (LoN),** from the LSE you must ensure you upload the LoN as part of all submissions yourself. If you do not have a digital copy of the appropriate Letter of Notification, please contact [Disability and Well Being Services (DWS)](https://info.lse.ac.uk/current-students/student-wellbeing/disability-wellbeing/about-disability-and-wellbeing-service). |

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| Please put an **X** in this box if you are happy for us to use your work as an example for future students. (All identifying features will be removed). |

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**ANNEX**

**Department Guidance**

Please list any Department or assessment specific guidelines here such as

* word count or other assessment/submission rules
* Ask students to confirm question numbers attempted if applicable
* confirmation of whether expanding on previously submitted formative or summative work is permitted and if so to what extent
* confirmation whether or not the use of AI tools is permissible and to what extent
1. Instances for which ethics review/approval are required are set out at the top of the ‘*Ethics review in a nutshell’* document: <https://info.lse.ac.uk/staff/divisions/research-and-innovation/research/Assets/Documents/PDF/ethics-review-in-a-nutshell-online.pdf> [↑](#footnote-ref-1)