**APPENDIX 2: EXAMPLES OF FACULTY ASSIGNMENT BRIEFS**

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| BU  **Faculty** | **Coursework Assignment Brief** | | | Academic Year |
| Programme Title | | | Level |
| Unit Title | | | |
| **Title of Brief: Critical Essay** | This assignment is a sub/formal element of coursework worth XX% of the overall unit mark  (Each piece of coursework may vary according to the unit) | | |
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| **THE BRIEF**  Details of what the students are expected to do.   * Relate the brief to the ILOs that the assignment is testing. * Include criteria for assessment and weightings if using. * Ensure the criteria relate to the ILOs. * Include here any formative details e.g. presentations of work in progress. * Make it explicit if this is a group or individual piece of work. * This proforma should be considered as the Faculty’s default template for coursework assignment briefs. If any brief (for example, the Dissertation) requires a different format then use this template as a checklist to ensure all relevant information is provided. | | | | |
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| **SUBMISSION DETAILS**  Requirements for the format of what is to be submitted, including word count or its equivalence, details of electronic copies and hard copies, where/how to submit, who to contact if there are technical issues when submitting online etc. | | | | |
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| **DEADLINE**  Date and time:  Please note that this is the final time you can submit – not the time to submit!  Your feedback and mark for this assignment will be provided on [enter agreed date here]  The feedback method: Oral/written/electronic (delete/amend as appropriate) | | | | |
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| **HELP AND SUPPORT**  Please describe how any questions arising from this assignment brief should be handled – e.g. tutorials (if factored into teaching load), in seminars, online forum, etc. | | | | |
| * You must acknowledge your source every time you refer to others’ work, using the **Harvard Referencing** system (Author Date Method) (or an alternative referencing style stipulated for the assessment). Failure to do so amounts to plagiarism which is against University regulations and is classified as an academic offence. Please refer to <https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-cite-references> for the University’s guide to citation in the Harvard style. * There are also other types of academic offences including duplication or ‘self-plagiarism’**.** Refer to: **How to avoid academic offences’** page (<https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-academic-offences>) for further details. * Students who require **learning support** may contact Additional Learning Support on <http://studentportal.bournemouth.ac.uk/learning/als/index.html>. * General **academic support** is available via the Academic Skills community on myBU. * **Additional support** is provided by the Faculty. International postgraduate students should contact ??? all other undergraduate and postgraduate students should contact???. * If you have any valid **mitigating circumstances** that mean you cannot meet an assignment submission deadline and you wish to request an extension, you will need to complete and submit the Mitigating Circumstances Form for consideration to your Programme/Framework Administrator together with appropriate supporting evidence (e.g. GP note) normally before the coursework deadline. Further details on the procedure and the mitigating circumstances form can be found at [www.bournemouth.ac.uk/student/mitigating](http://www.bournemouth.ac.uk/student/mitigating). *Please make sure you read these documents carefully before submitting anything for consideration.* | | | | |
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| Disclaimer: The information provided in this assignment brief is correct at time of publication. In the unlikely event that any changes are deemed necessary, they will be communicated clearly via e-mail and myBU/Brightspace and a new version of this assignment brief will be circulated. | | | Version: 1 | |



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| **Faculty**  **Assignment Briefing Sheet** | | | |
| Programme: | | | Level: |
| Unit Name: | | | Unit Tutor: |
| Assignment Marker: | | |  |
| Assignment Title:  Feedback method: Oral/written/electronic (delete/amend as appropriate) | | | |
| Issue date: | Submission date and time: | | |
| Weighting of this assignment:  (as % of total coursework assessment for the unit) | | Format of what is to be submitted, including word count or its equivalence, details of electronic copies and hard copies, where/how to submit, who to contact if there are technical issues when submitting online etc. | |
| Please note that in accordance with the current University regulations any coursework assignments submitted after the due deadline will be regarded as ‘late’ and awarded a mark of 0%.   * Therefore if you are unable to submit your assignment on time due to medical or other mitigating circumstances you must complete a ‘Mitigating Circumstances’ form PRIOR to the deadline and submit it to your Programme Leader for approval. Mitigating Circumstances forms are available from your Programme Support Officeror online in the ‘*Faculty* Students’ area of myBU/Brightspace.You must acknowledge your source every time you refer to others’ work, using the **Harvard Referencing** system (Author Date Method) (or an alternative referencing style stipulated for the assessment). Failure to do so amounts to plagiarism which is against University regulations and is classified as an academic offence. Please refer to <https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-cite-references> for the University’s guide to citation in the Harvard style. * There are also other types of academic offences including duplication or ‘self-plagiarism’**.** Refer to: **How to avoid academic offences’** page (<https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-academic-offences>) for further details. | | | |
| Details of the assignment task(s) to include:  1. Rationale  2. The learning outcomes being assessed  3. Overview of assignment  4. Assessment criteria and weightings (conforming to the Unit Specification) | | | |