PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

Assignment Submission Guidelines
School of Cultural Studies

All submissions must be made electronically. We cannot accept hard copies of your assignments.

All assignments must have the relevant Assignment Cover Sheet appended to the front of the document, so that this constitutes the first few pages of your Assignment. This is available to download from the Faculty of Humanities Moodle page, or can be emailed to you on request – please contact Vicky Smith (v.smith@tsd.ac.uk)

All completed assignments must be emailed as an attachment to

pgculturalstudies@tsd.ac.uk

Please **do not** email your module tutor, or the Administrator, with your submissions – these will only be accepted at the address indicated above.

Please ensure that you use your University email account when submitting assignments, and when corresponding generally with the University. If you need assistance in using your TSD email account, please contact itservicedesk@tsd.ac.uk

Coursework deadlines for the Academic Year 2012 / 13 are as follows for modules taken in the Faculty of Humanities:

Mon 28 January 2012 for modules taken during the first semester

Tues 28 May 2013 for modules taken during the second semester;

Mon 30 Sept 2013 for modules taken over the summer

We endeavour to mark and return your work within 4 weeks of it being received, although if you submit it outside of the stated submission dates, there may be a delay. Your work will be emailed back **to your University email account** with marks and comments.

Any enquiries concerning submissions should be directed toward the Postgraduate Faculty Administrator responsible for all Programmes of Study in the School of Cultural Studies, Vicky Smith, 01570 424840, v.smith@tsd.ac.uk