MTU
Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

NATIONAL FORUM
FOR THE ENHANCEMENT OF TEACHING
AND LEARNING IN HIGHER EDUCATION

Assignment Checklist-MTU- Kerry Campus. **Please tick to indicate you have read and adhered to these criteria**		
Layout	• Assignment feedback form signed and attached (front of assignment). • Declaration of originality form signed (eSignature or typed) and attached next. • Title page attached next (typed). • Table of contents (where specified).	☐ ☐ ☐ ☐
Presentation	• Page numbers inserted in numerical format, centred at the bottom of the page including references/appendices pages, but not title page or table of contents page. • Times New Roman font, regular, size 12 . • Double spacing on both sides of white A4 paper. • Justify text by using the justify tab. Do not justify the reference list. • Correct margins uniform on all sides 2.5 cm as standard, 3.5 if bound. • Assignment length should be within 10% of the prescribed word limit otherwise marks (up to 10 marks) will be deducted. • Reference list, appendices, tables, graphs or footnotes are *not* included in the word count. • Headings (where specified). • Spelling and grammar checked. • Proofread.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Structure	• As specified by module co-ordinator.	☐
Module Specific	• Any additional requirements as specified by module co-ordinator.	☐
Referencing:	• Compliant with current version of Anglia Ruskin Referencing Guidelines (see link below). • The reference list must commence on a new page and appear at the end of an assignment followed by appendices unless specified otherwise. • References single spaced with a double space between each entry and without any indentation / bullet points.	☐ ☐ ☐
Submission details	• Submit one copy of the assignment only to Original, unless directed otherwise. • Retain a hard and an electronic copy.	☐ ☐
Relevant Documentation	• Guides to Harvard Style of Referencing (Anglia Ruskin University, 2019; Munster Technological University- Kerry Campus). https://library.aru.ac.uk/referencing/files/Harvard_referencing_201920.pdf https://libguides.ittralee.ie/ld.php?content_id=31410054 https://library.aru.ac.uk/referencing/files/QuickHarvardGuide2019.pdf • Antiplagiarism Policy and Procedures A5.2. • Policy and Procedure for the Request for an Extension of an Assignment Submission Deadline A5.4b (if required). • Guide to Citations Referencing and Avoiding Plagiarism A5.25a. • All the Quality Assurance documents listed here are available on the Institute website under the ABOUT icon at the top of the webpage via the link below: http://www.ittralee.ie/en/InformationAbout/QualityAssurance/ • Guidelines for Responding to Student Disclosure in Nurse Education (if relevant.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐