Instructions for Coursework Submission

> ⚠️ The instructions below contain important information for submitting **all coursework submissions** in History and its Joint Schools.
>
> Please read this information **carefully** before submitting your work.

> ⏱️ For specific information about the **deadlines for your assessment**, please refer to the email circulated by the Undergraduate Office.

1 | Presentation

Your submission must be uploaded to **Inspera** as a **single PDF document** that includes the following:

- **Title Page** (including your title, the referencing system used, your candidate number, and word-count)

- Your **essay** or **dissertation**

- **Bibliography**

Please note that your Candidate Number is **not the same** as your Student Number (a.k.a. your 'Bod Card number'). You can find your Candidate Number on the **Examination and Assessment Information** page in **Student Self Service**.

The Declaration of Authorship form and any relevant SpLD information will automatically be included upon submission.

For specific information on the presentation of your submission and advice on which elements count towards the word count, please see the Submission Information and Advice page on the **Oxford Historians' Hub**.

2 | Artificial Intelligence

When completing coursework assessments, students are required to refer to the following guidance:

- **Faculty of History Guidance on the Use of AI**: AI Guidance | OHH

- **Assessment-Specific Guidance:** Submission Information and Advice | OHH

Students are asked to submit an **AI Usage Declaration** alongside their work, which will be specific to the criteria of the assessment, and will be embedded within the Inspera submission platform.

3 | Submission

You must submit your work via Inspera: https://oxford.inspera.com

Submitting in Inspera is a **two-step process**. Once you have uploaded your PDF document, you will have the opportunity to check it is the correct version. After checking that the pdf file is correct, you must then **move to the next page** and press the '**Submit now'** button.

Once you have submitted your work, you will see an on-screen message confirming the date and time of the submission. **Until this is done, your work will not be submitted for marking and you may incur late penalties.** The Test will move to your archive section where the confirmation message will still be visible.

You can access step-by-step submission instructions here:
https://ohh.web.ox.ac.uk/sitefiles/history-faculty-guide-inspera

> ⚠️ **DO NOT LEAVE SUBMISSION TO THE LAST MINUTE.**
>
> Penalties **will** be applied if you submit your thesis after the deadline.
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> The Proctors will **not** accept technical issues (e.g. connection problems, computer failure, etc.) as grounds for an extension or late submission penalty waiver.

4 | Resubmission

Please ensure that you check the file that you have uploaded before submitting.

If you realise that you have submitted the wrong file by the deadline, you may submit a new version (i.e. a resubmission) **on one occasion** without needing permission from the Proctors. These first resubmission items will be released to the Examiners alongside all other submissions.

Resubmissions should be emailed to your course administrator **no later than 30 minutes after the deadline**.

- **Undergraduate**: undergraduate.office@history.ox.ac.uk
- **Graduate**: graduate.office@history.ox.ac.uk

After this 30-minute period **no withdrawal and resubmissions will be possible**.

You will also need to complete a **declaration of authorship and AI declaration** form, which can be done after the submission has been made. These can be accessed at Submission of coursework assessments | University of Oxford and Submission Information and Advice | Oxford Historians Hub.

4.1 | Illness and Late Submission

If you submit your essay late due to illness or other urgent cause, your academic administrator in college can apply to the Proctors **within 14 days of the submission deadline** requesting excusal from the penalty. You will need to provide supporting

evidence explaining the circumstances that prevented you from submitting on time.

5 | Problems Completing your Assessment

Candidates should familiarise themselves with the [Regulations for the Conduct of University Examinations](): **Part 14: Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations**.

5.1 | Alternative Arrangements

This exercise is a **submission** and **not** a timed written exam. If you have agreed Alternative Arrangements that include extra time in exams, you will **NOT** automatically receive extra time for this assessment.

5.2 | Extensions

If you feel that, due to **illness** or other urgent cause that is **unforeseeable**, **unavoidable** and/or **insurmountable**, you cannot complete the exercise by the stated deadline, you may apply to the Proctors for an extension to the deadline, via your college, with a detailed explanation.

You may need to provide medical certificates or other documentation, either via your College or via the self-certification form on **Student Self-Service**.

Details on how to apply for an extension, and the restrictions on applying, may be found on the University Website: [Problems Completing Your Assessment]()

5.3 | Mitigating Circumstances Notices to Examiners (MCEs)

Please note that under **Annex E, §16** of the Exams and Assessment Framework (**EAF**):

> The **MCE process cannot take into consideration aspects of assessment that are covered by other regulations and processes and/or that do not relate to performance in assessment**, including:
>
> - *issues relating to late submission of submitted work/exam responses, non-attendance at examinations, incorrect submissions/exam responses*

As candidates may apply for deadline extensions and other alternative arrangements, you should **not submit MCEs relating to performance in coursework submissions** as the Exam Board will not be able to consider these.