

## A. Guidelines for the Preparation and Submission of Written Assignments:

1. Assignments should be word-processed in Arial 12 point font, be double-spaced, on A4 size paper. Writing should appear on only one side of the paper, be fully justified and with each page being numbered in the footer, numbering to be centred.
2. There should be a title page detailing the programme, module title, assignment title, student number, marking Tutor and date of submission. **Do not put your name on the assignment.** It is good practice to put your student number in the top left hand side of the header of each page, and the date of submission in the top right.
3. If there is a word count limit for your programme please include the following text:  
Word Count: You are expected to revise and edit your assignment to remain within +/- 10% of the indicative word length outlined. In order to ensure that word counts can easily be checked **you should include a note of the word count** as identified by your word processing package. A deduction should be made from this figure for all tables, figures, appendices and references which DO NOT count towards the overall word limit.

Students who exceed a specified word limit for a written assessment shall be subject to the following penalty system.

- Up to 10% over the specified **word length** = no penalty
  - 10 – 20% over the specified indicative word length = 5 marks subtracted but if the assessment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assessment.
  - More than 20% over the indicative word length = if the assessment would normally gain a pass mark, then the final mark to be the pass mark for the assessment.
4. All written work must be referenced using the Harvard System, full details of which are available from the University's Library website:  
<http://www.bolton.ac.uk/bissto/Finding-Information/Referencing/Home.aspx>
  5. **Unless otherwise notified by your Module Tutor, electronic copies of assignments, saved as a Word document, should be uploaded to the Moodle area for this module.** Your Tutor will explain the process. If you experience problems uploading your assignment to the designated area, then you must forward an electronic copy as an attached to your Module Tutor, by the due deadline. The time you send the email with your assignment as an attachment, will evidence the time the assessment was submitted.

Please note when you submit your assignment to the Moodle for this module, it will automatically be checked for evidence of plagiarism as part of the process.

Submission of assessments may be done on or before the published submission date. Assignments not available at this time will be considered as “late” unless an extension has been previously agreed, with the Programme Leader for your programme.

Students who fail to submit assessments by the specified date (without an extension being granted or without accepted Mitigating Circumstances) will be subject to the following penalties:

- Up to 7 calendar days late = 10 marks subtracted but if the assignment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assignment.
- More than 7 calendar days late = 1 mark will be awarded.

Please note that it is your responsibility to ensure that the assignment is submitted in the format/s specified in the Module Guide or on the Assessment Brief.

**YOU SHOULD ALWAYS ENSURE YOU KEEP A COPY OF ANY ASSIGNMENT SUBMITTED BY WHATEVER METHOD**

6. In the case of exceptional and unforeseen circumstances, an extension of up to 14 days after the assessment submission deadline may be granted by your Programme Leader, following firstly discussing the problem with the Module Tutor. You should complete an Extension Request Form available from your Tutor and attach documentary evidence of your circumstances, prior to the published submission deadline.

Requests for extensions for periods longer than 14 calendar days must be made using the Mitigating Circumstances procedures.

Please note that the failure of data storage systems is not considered to be a valid reason for an extension. It is therefore important that you keep multiple copies of your work on different storage devices before submitting it.

Please refer to the Assessment Regulations for further details:

<http://www.bolton.ac.uk/studentinformation-policyzone/Student-Information-Policy-Zone-2016-17.aspx>

## B. General Assessment Guidelines for Written Assessments Level HE6

		<b>Relevance</b>	<b>Knowledge</b>	<b>Argument/Analysis</b>	<b>Structure</b>	<b>Presentation</b>	<b>Written English</b>	<b>Research/Referencing</b>
Class I (Exceptional Quality)	85-100%	Directly relevant to title.  Expertly addresses the assumptions of the title and/or the requirements of the brief.	Demonstrates an exceptional knowledge/understanding of theory and practice for this level. Demonstrates the ability to expertly identify and critically appraise the most important issues, themes and questions. Demonstrates originality in conceptual understanding.	Makes exceptional use of appropriate arguments and/or theoretical models. Presents an exceptional critical evaluation of the material results in clear, logical and insightful conclusions. Demonstrates distinctive or independent thinking.	Coherently articulated and logically structured.  An appropriate format is used.	The presentational style & layout is correct for the type of assignment.  Effective inclusion of figures, tables, plates (FTP).	An exceptionally well written answer with standard spelling and grammar. Style is clear, resourceful and academic.	Sources accurately cited in the text.  An extensive range of contemporary and relevant references cited in the reference list in the correct style.
Class I (Excellent Quality)	70-84%	Directly relevant to title.  Addresses the assumptions of the title and/or the requirements of the brief.	Demonstrates an excellent knowledge/understanding of theory and practice for this level. Demonstrates the ability to identify and critically appraise the most important issues, themes and questions.	Makes creative use of appropriate arguments and/or theoretical models. Demonstrates some distinctive or independent thinking. Presents an excellent critical evaluation of the material results in clear, logical and illuminating conclusions.	Coherently articulated and logically structured.  An appropriate format is used.	The presentational style & layout is correct for the type of assignment.  Effective inclusion of figures, tables, plates (FTP).	An excellently written answer with standard spelling and grammar. Style is clear, resourceful and academic.	Sources accurately cited in the text.  A wide range of contemporary and relevant references cited in the reference list in the correct style.
Class II/i (Very Good Quality)	60-69%	Directly relevant to title.  Addresses most of the assumptions of the title and/or the requirements of the brief.	Demonstrates a very good knowledge/understanding of theory and practice for this level. Demonstrates the ability to identify and critically appraise key issues, themes and questions.	Uses sound arguments or theoretical models. Presents a sound critical evaluation of the material resulting in clear and logical conclusions.	Logically constructed in the main.  An appropriate format is used.	The presentational style & layout is correct for the type of assignment.  Effective inclusion of FTP.	A very well written answer with standard spelling and grammar. Style is clear and academic.	Sources accurately cited in the text and a wide range of appropriate references cited in reference list in the correct style.
Class II/ii (Good Quality)	50-59%	Generally addresses the title/brief, but sometimes considers irrelevant issues.	Demonstrates a good knowledge/understanding of theory and practice for this level through the identification and critical appraisal of some key issues, themes and questions.	Presents largely coherent arguments. Evidence of attempted analysis and critical evaluation, with some descriptive or narrative passages. Conclusions are fairly clear and logical.	For the most part coherently articulated and logically structured. An acceptable format is used.	The presentational style & layout is correct for the type of assignment. Inclusion of FTP but lacks selectivity.	Competently written with minor lapses in spelling and grammar. Style is readable and academic in the main.	Most sources accurately cited in the text and an appropriate reference list is provided which is largely in the correct style.
Class III (Satisfactory Quality)	40-49%	Some degree of irrelevance to the title/brief.  Superficial consideration of the issues.	Demonstrates an adequate knowledge/understanding of theory and practice for this level. An attempt is made to critically appraise some key issues, themes and questions.	Presents basic arguments, but focus and consistency lacking in places. Issues are vaguely stated. Descriptive or narrative passages evident which lack clear purpose. Conclusions are not always clear or logical.	Adequate attempt at articulation and logical structure. An acceptable format is used.	The presentational style & layout is largely correct for the type of assignment. Inappropriate use of FTP or not used where clearly needed to aid understanding.	Generally competently written although intermittent lapses in grammar and spelling pose obstacles for the reader. Style limits communication and is non-academic in a number of places.	Some relevant sources cited.  Some weaknesses in referencing technique.

Borderline Fail	35-39%	Significant degree of irrelevance to the title/brief. Only the most obvious issues are addressed at a superficial level and in unchallenging terms.	Demonstrates weaknesses in knowledge of theory and practice for this level. Key issues and themes not identified or appraised.	Limited argument, which is descriptive or narrative in style with little evidence of analysis. Conclusions are neither clear nor logical.	Poorly structured. Lack of articulation. Format deficient.	For the type of assignment the presentational style &/or layout is lacking. FTP ignored in text or not used where clearly needed.	Deficiencies in spelling and grammar makes reading difficult. Simplistic or repetitious style impairs clarity. Style is non-academic.	Limited sources and weak referencing.
Fail	<34%	Relevance to the title/brief is intermittent or missing. The topic is reduced to its vaguest and least challenging terms.	Demonstrates a lack of basic knowledge of either theory or practice for this level, with little evidence of understanding.	Inadequate arguments and no analysis. Descriptive or narrative in style with no evidence of critique. Conclusions are sparse.	Unstructured. Lack of articulation. Format deficient	For the type of assignment the presentational style &/or layout is lacking. FTP as above.	Poorly written with numerous deficiencies in grammar, spelling and expression. Style is non-academic.	An absence of academic sources and poor referencing technique.

### **C. Academic Misconduct and Referencing**

Academic misconduct may be defined as any attempt by a student to gain an unfair advantage in any assessment. This includes plagiarism, collusion, commissioning amongst other offences. In order to avoid these types of academic misconduct, you should ensure that all your work is your own and that sources are attributed using the correct referencing techniques. You can also check originality through *Turnitin*.

Please note that penalties apply if academic misconduct is proven. See the following link for further details:

<http://www.bolton.ac.uk/Everything/StudentInfoPolicyZone/2016-17-documents/Academic-Misconduct-Regulations-and-Procedures-2016-17.pdf>

### SCM6004 Research & Problem solving:

<b>Assessment Number 1</b>	: Report (50%)
<b>Assessment Title</b>	: Research Proposal
<b>Assessment Description</b>	: A research proposal, including identification of the research domain, preliminary literature review, identification of the research question, research process design, review and selection of research methods and data collection/analysis techniques
<b>Assessment Length</b>	: 2,500 words
<b>Submission Deadline</b>	: <b>7<sup>th</sup> November 2016</b>
<b>Expected Feedback</b>	: 15 days from the date above
<b>Feedback to be found at</b>	: Turnitin/ email etc (specify)

### Learning Outcome

- |   |
|---|
| 1. Analyse a given situation and define the problem/determine a research question   |
| 2. Critically review existing knowledge in the area   |
| 3. Design and implement a research and problem solving process identifying appropriate data collection and analysis techniques. |
| 4. Present research findings and problem solutions  |

The Research Proposal accounts for 50% of the marks for the module. Any queries relating to the research proposal should be directed to (contact details at the beginning of the Module Guide).

### Assignment Brief

The primary task for this assignment is to write a Research Proposal for a research topic that is in the domain of your programme of study. The research topic may be of sufficient interest to you and is expected to form the basis for your BSc project, ultimately meeting the assessment learning outcomes and assignment criterion outlined below.

The assignment deliverable is to be a concise but formally structured Research Proposal that documents the topic formulation, proposed research process, methodology and expected outcomes of your chosen area of investigation. A good research proposal should provide:

A description of the research problem

A brief review of literature relevant to the research problem (this is not a full literature review rather a statement about key arguments you are already aware of and the areas of literature which you will seek to review)

A description of the proposed research methodology

A description of the contribution of the research and how the research findings will be used and/or disseminated.

### Assignment Structure

Your Research Proposal should be no longer than 2500 words and must consist of the following headed sections:

Title Page

Table of Contents

Research Problem

Research Aims and Objectives

Literature Review and Research Framework

Research Methodology and Data Collection Method

Research Plan

Resources

Research constraints/limitations

References (covering the literature review, research methods and other information)

Appendices (if necessary)

### Assignment Marking Criteria

Marks are allocated as follows:

<b>Section</b>	<b>% Of mark</b>
Title Page and Table of Contents	5
Research Problem, Aims and Objectives	25
Literature Review and Research Framework	25
Research Methodology and Data Collection Method	25
Plan, Resources and Constraints	10
References	10
<b>Total</b>	<b>100%</b>

### Submission Instructions

You must submit your assignment by **TBC**. Submission is by Turn-it-in on the module Moodle page. Assignments not available at this time will be considered late unless an extension has been previously agreed with the Module Tutor. Please ensure you follow the instructions provided by your module tutor and in the assessment brief.

**To submit an electronic copy in Turn-it-in:**

Click on the provided link in Moodle to go to Turn-it-in

Choose 'submit a paper'

Type your assignment name in the required field

Upload your assignment

Don't forget to tick the confirmation box

Click on 'add submission'

It will take some time to provide you Similarity Index result.

You will be able to upload drafts of your written work prior to the deadline to enable you to check your Similarity Index. After the deadline, you will not be able to overwrite the final submission.



### **SCM6004 Research & Problem solving:**

**Assessment Number 2:** Report (50%)

**Assessment Title:** Problem Solving Report

**Assessment Description:** The problem solving report that involves the framing of the problem, selection and implementation of problem solving technique, presentation of findings and recommendations.

**Assessment Length:** 2,500 words

**Submission Deadline:** **9<sup>th</sup> January 2017**

**Expected Feedback:** 15 days from the date above

**Feedback to be found at:** Turnitin/ email etc (specify)

### **Learning Outcome**

- |   |
|---|
| 1. Analyse a given situation and define the problem/determine a research question |
| 2. Present research findings and problem solutions                                |

The Problem Solving Report accounts for 50% of the marks for the module. Any queries relating to this paper should be directed to (contact details at the beginning of the Module Guide).

### **Assignment Brief**

This assignment requires you to identify and analyse a company's problem through various problem solving techniques and tools.

You can choose any company (a company of your choice) for this assignment.

You are required to hand-in a 2,500 word "Problem Solving Report"

### **Assignment Structure**

- Executive Summary
- Introduction
- Problem Statement Identification
- Project Aim/Objectives
- Company Background
- Company and supply chain background a short introduction to the company, its operations, its customers and its main competitors
- Review of the current situation in the company

- Overview on the various types of Problem Solving Techniques and Tools such as Plan, Do, Check, Act (PDCA); 5-Why Analysis; Ishakawa (Fishbone) Diagram; Brainstorming, etc
- Comparison between the various problem solving techniques and tools
- Justification on the problem techniques and tools in solving the current company's problem
- Recommendation and conclusion

### **Assignment Marking Criteria**

Marks are allocated as follows:

<b>Section</b>	<b>% Of mark</b>
Title Page, Table of Contents, Executive Summary & Introduction	5
Problem Statement	10
Project Aim/Objective	10
Company Background	15
Comparison various problem solving techniques and tools	20
Application of the tool and technique to the problem	20
Recommendation and Conclusion	10
References	10
<b>Total</b>	<b>100%</b>

### **Submission Instructions**

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3. Type your assignment name in the required field
4. Upload your assignment
5. Don't forget to tick the confirmation box
6. Click on 'add submission'
7. It will take some time to provide you Similarity Index result.

You will be able to upload drafts of your written work prior to the deadline to enable you to check your Similarity Index. After the deadline, you will not be able to overwrite the final submission.

**Secondary Research-** It is expected that the Reference List will contain between 15 and 20 sources. As a MINIMUM the Reference List should include 4 refereed academic journals and 5 academic books.

## Specific Assessment Criteria

### **Distinction (70% and above)**

A cohesive, comprehensive and critical synthesis of the leadership literature relating to styles and skills will be provided. Relationships between cognitive style and leadership outcomes will be expertly elicited. An excellent evaluation of your own cognitive style and leadership strengths and weaknesses will be set out. Reflections will be succinct and insightful. Areas and strategies for personal development will be expertly summarised and comprehensively justified.

Extensive research demonstrating use of a wide range of current secondary research sources will be evident. Referencing and English will be excellent.

### **Merit (60-69%)**

A clear and critical synthesis of the leadership literature relating to styles and skills will be provided. Relationships between cognitive style and leadership outcomes will be well elicited. A good evaluation of your own cognitive style and leadership strengths and weaknesses will be set out. Reflections will be succinct and evidenced. Areas and strategies for personal development will be well summarised and justified.

Wider research demonstrating use of a good range of current secondary research sources will be evident. Referencing and English will be good.

### **Pass (50%-59%)**

A critical synthesis of the leadership literature relating to styles and skills will be provided. Relationships between cognitive style and leadership outcomes will be clearly drawn out. An evaluation of your own cognitive style and leadership strengths and weaknesses will be set out. Areas and strategies for personal development will be clearly summarised and justified.

Research demonstrating use of a range of current secondary research sources will be evident. Referencing and English will be satisfactory.

**Fail (Below 40%):** Students who do not meet the requirements of the Pass criteria will not successfully complete the assessment activity.

Please also see [Section 13 for General Assessment criteria](#).

**Submission Instructions:**

See Section 10 Guidelines for the Preparation and Submission of written coursework, which will give you details on how to submit your work electronically. You are required to submit only electronic copies of your written assessments, unless your Module Tutor advises you otherwise.

**Advice:**

- Do not cut and paste phrases or paragraphs from published sources. You should seek to use your own words to explain concepts and theory.
- If you wish to refer to specific quotes from published sources then you must use full Harvard presentation. See BISSTO for clear guidance.
- Do not share work with other students.