

Postgraduate Policy on Word Length

Effective: 1 January 2011

Method for Calculating Word length

The number of words includes all headings, text, and footnotes and should be calculated using Microsoft Word's word count function.

Papers which fall short of words will not be penalised for doing so on that basis alone. However, short papers risk failing to address the question adequately.

Default Penalties for Excess Word Length

Unless a means of assessment statement provides otherwise, the following penalties shall apply:

- the mark which is awarded initially will be reduced by half the proportion by which the word limit has been exceeded, eg if the word limit is 2,000 words, and the paper submitted is 3,000 words long, then the initial mark would be reduced by 25% of that mark. (eg if initial mark is 50/100, then reduce 50 by 25% or 12.5 marks giving a final mark for the assignment of 37.5)
- the appropriateness of the normal, full application of the above penalties or of alternative penalties specified in a means of assessment statement, including provision that a piece of work will not be marked and will incur a mark of 0, should be assessed in the light of the circumstances and, where appropriate, mitigated in accordance with the responsibility of the Chair of Examiners to ensure that a student's performance is adequately and fairly assessed.

Recommended by the LLM Program Committee: 27 Oct 2010
Approved by the Dean: 5 Jan 2011