ASSIGNMENT COVER SHEET

Name of Student:

Unit Code:    Unit Name:

Lecturer:

Type of Assignment: [ ] Essay    [ ] Tutorial Paper    [ ] Book Review
[ ] Exegetical Paper    [ ] Workshop Paper    [ ] Document Study
[ ] Journal    [ ] Reflections on Readings    [ ] Project Report
[ ] Other: __________________________

Number of Words Set: ______ words  Actual Number of Words: ______ words

Assignment Title:

Due Date:    Date Submitted:

Declaration of Academic Honesty:
The attached assignment is the result of my own work, without fabrication. All sources on which it is based, and any assistance received in writing it has been acknowledged. I understand that plagiarism means using the work of another person without giving proper acknowledgement, including from websites, books, articles or other students' work.

Signature: __________________________

Comments:

GRADE [     ]
**SUBMITTING ASSIGNMENTS**

Most assignments must be submitted electronically via the ARK learning management system and therefore may not require this Assignment Cover Sheet. Please check submission requirements with your lecturer.

If your lecturer requires the submission of a printed copy (or copies) of an assignment, please complete and attach this cover sheet and submit to the Registrar at the Theological Studies Office on or before the due date. If the office is unattended, please submit via the Essays box (adjacent to the rear entry doors of the Himbury building) and advise the Registrar that you have done so by sending an email to registrar@whitley.unimelb.edu.au.

Students must keep another copy of all work submitted in case of loss or need for second examining. Guidelines for format and presentation are found in the Whitley Handbooks.

**LATE SUBMISSION**

Work submitted late without an extension will receive a reduced mark.

If students cannot submit assignments by the due date due to unforeseen circumstances, such as illness, bereavement or serious upheaval, they may apply for an extension. Disorganisation or busyness are not grounds for an extension.

**PLEASE NOTE:** Applications for an extension must be made in advance of the due date for each assignment. An extension for the submission of assignments after the due date may only be granted by the lecturer in charge of a unit.

To apply for an extension of between 1 and 14 days, students must submit a Lecturer Extension Application form.

To apply for an extension or more than two weeks, or beyond the final day of the examination period, students must submit a Dean’s Extension Application.

For further information please refer to the Extensions and Special Consideration Policy of the University of Divinity.