ASSIGNMENT COVER SHEET

Name of Student:

Enrolled in which Degree/Diploma:

Unit Code:  Unit Title:

Lecturer:

Type of Assignment:  
(eg. Essay, Tutorial Paper, Book Review, etc)

Number of Words:  
(excluding Bibliography and Footnotes)

Assignment Title:

Due Date:  Date Submitted:

Declaration:
I understand that by completing this form I am bound by the following declaration.  
To the best of my knowledge and belief, no part of this assignment for the above unit has been copied from any other student’s work or from any other source except where due acknowledgement is made in the text, or has been written for me by another person except where such collaboration has been authorised by the lecturer concerned.

SIGNATURE:  ………………………………………………………………………….  

Lecturer’s Comments:

GRADE  [  ]
Two (2) copies of all essays or other assignments must be submitted (unless advised otherwise in some classes), in appropriately typed form, on or before the due date. Guidelines concerning the proper format of essays have been distributed to students. Copies of the guidelines are available in the Students’ Common Room or on the College website. One copy of the essay will be returned to the student after grading, the other will be retained for second examining if required.

All assignments must be submitted with this cover page.
It is the student’s responsibility to see that it has been officially stamped on receipt and entered into the ledger at the College Office.

LATE SUBMISSION
Penalties will normally be applied to assignments received after the due date. In extenuating circumstances, such as serious illness or severe personal problems, late submission may have a lesser, or no, penalty applied, providing the following procedure is follows:

- The student must discuss the reason(s) with the subject co-ordinator.
- Before the due date, the student must apply in writing on the cover page, to the Dean, with any relevant documentation, for remission of penalties.
- The Dean, in consultation with the subject co-ordinator, will register the request as either ‘accepted’ or ‘rejected’ and the cover page will then be attached to the assignment for appropriate action by the examiner.

APPLICATION FOR LATE SUBMISSION

APPLICATION ACCEPTED [ ] APPLICATION REJECTED [ ]

SUBJECT CO-ORDINATOR: ....................................................... (Date)....................

DEAN: ................................................................. (Date) ......................

REVISED DUE DATE OF ASSIGNMENT: ...........................................................