

School of Arts  
ASSIGNMENT COVER SHEET

ELECTRONIC DATE AND TIME STAMP HERE  
Submission date

Please **CLEARLY** complete and attach this form to your assignment

Name \_\_\_\_\_ Student No. \_\_\_\_\_

Email \_\_\_\_\_

Unit Code \_\_\_\_\_

Unit Title \_\_\_\_\_

**Tutor's name** (not lecturer) \_\_\_\_\_

Assignment No. (ie. 1,2,3) or 'short answer' \_\_\_\_\_

Your assignment should meet the following requirements.  
Please confirm this by ticking  the boxes **before** submitting your assignment

- THE FIRST PAGE OF MY ASSIGNMENT and THE ASSIGNMENT COVER SHEET has been electronically date stamped**
- THE FIRST PAGE OF MY ASSIGNMENT is clearly labelled with my name, unit no, unit name and tutor's name.**
- I have retained an electronic copy of my assignment**
- My assignment is clearly legible
- I have completed and signed the declaration below

**NOTE: All forms of plagiarism, cheating and unauthorised collusion are regarded seriously by the University and could result in penalties including failure in the unit and possible exclusion from the University. If you are in doubt, please contact the Unit Coordinator**

**DECLARATION**

Except where I have indicated, the work I have submitted in this assignment is my own work.

Signed: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ASSIGNMENT**

Complete, date stamp and retain this receipt for your records

Student name/Student No. \_\_\_\_\_

ELECTRONIC DATE AND TIME STAMP HERE  
Submission date

Unit code/unit name \_\_\_\_\_  
Assignment no. (ie. 1,2,3 or 'short answers') \_\_\_\_\_

**HOW TO**  
**SUBMIT**  
your  
**assignment**

**School of**  
**ARTS**

- Your name, unit code/title and **NAME OF YOUR TUTOR MUST BE INCLUDED** on the first page of your assignment.
- **ELECTRONICALLY DATE STAMP** first page of your assignment **AS WELL AS** the assignment cover sheet (top and bottom)
- **COMPLETE** and **RETAIN** the receipt at the bottom of the cover sheet
- Attach cover sheet to assignment and drop in box.