
Please print **YOUR SURNAME ONLY** in block letters

TUTOR'S NAME

CODE NO. OF COURSE

NAME OF COURSE

DUE DATE AND/OR ASSIGNMENT NO.

TUTORIAL GROUP NO. OR TIME

SCHOOL OF COMMUNICATION AND ARTS

ASSIGNMENT COVER SHEET

Name (in full):

Student No.:

Assignment Topic:

Word Length:

IMPORTANT: THIS STATEMENT MUST BE READ & SIGNED:

TO THE BEST OF MY KNOWLEDGE, EXCEPT WHERE OTHERWISE DOCUMENTED, THE MATERIAL SUBMITTED HERE FOR ASSESSMENT IS ALL MY OWN ORIGINAL WORK AND HAS NOT BEEN SUBMITTED PREVIOUSLY, EITHER IN WHOLE OR PART, FOR ASSESSMENT IN ANY OTHER COURSE, AT UQ OR AT ANY OTHER UNIVERSITY. I HAVE ALSO RETAINED A COPY OF THIS ASSIGNMENT.

SIGNED:

NO RECEIPTS ARE ISSUED FOR ASSIGNMENTS. IT IS YOUR RESPONSIBILITY TO KEEP A COPY OF ANY WORK SUBMITTED.

THIS COVER SHEET SHOULD BE THE TOP (FIRST) PAGE OF YOUR ASSIGNMENT. PLEASE DO NOT PUT ASSIGNMENTS IN FOLDERS OR PLASTIC SHEET PROTECTORS.

GUIDELINES FOR PRESENTATION OF ASSIGNMENTS

The School office staff are required to handle a large number of assignments each semester. In order to facilitate the most efficient handling of these assignments, the following guidelines have been devised.

PRESENTATION OF ASSIGNMENTS

- (i) Students should confirm appropriate referencing style with their Course Coordinator and refer to the UQ Library referencing style guides: <http://www.library.uq.edu.au/help/referencing-style-guides>.
- (i) Assignments should be double-spaced (or 1 1/2 spacing) and generous margins should also be part of the format. These allow the marker to include relevant comments.
- (iii) Ensure that when presenting assignments they are firmly secured ie stapled etc. (Paper clips or pins are not satisfactory.)
- (iv) Ensure you append a copy of this fully completed and signed Assignment Cover Sheet to the front of your assignment.
- (v) Please do not use plastic sheet protectors -- especially not for individual pages of assignments.

SUBMISSION OF ASSIGNMENTS

- (i) Hard copy assignments must be submitted to the School Office, Level 6, Michie Building (#9).
- (ii) Faxed assignments will not be accepted.
- (ii) When submitting an assignment, always ensure that you retain a copy and keep this until your assignment is returned to you.**
- (iii) Unless otherwise arranged by a course convenor, all assignments are due at 4.00pm on the due date. The assignment box will be cleared at that time. Any assignments submitted after that time will be stamped as being submitted the following day.**

RETURN OF ASSIGNMENTS

- (i) Assessment items handed in and marked during the teaching period will be returned in class and those not collected in class will be left at the School Office at the end of Semester.

Uncollected pieces of assessment will be archived for a period of 12 months from the date of publication of final grades for the relevant semester. Five working days' notice is required to retrieve an archived item.

- (ii) If you are unable to collect your work during these periods, you may attach a stamped, self-addressed envelope to any piece of assessment you wish to have mailed to you. As a guideline, a 10-page assignment (including the coversheet and attachments) will usually fit into a DL envelope. If more extensive than this, a larger envelope is required. You are advised to check with a Post Office if using this method.

RESULTS

- (i) Results for assignments and tests will not be given by telephone by Office staff.
- (ii) Final grades will not be released prior to official University publication dates and are made available by Central Administration (Examinations Section) via MySINET. They are not released to students at the School level.