

# School of Media Communication & Culture

## ASSIGNMENT COVER SHEET



This cover sheet is for use **ONLY** by those students taking units in the School of MCC. The unit code should begin with: AIS, COM, JOU, MED, MSC, MUL, and WOM.  
For all other units please check with your unit coordinator.

Please complete and attach this form to your assignment before placing it in the Assignment Box outside room 3.66, Level 3 of the Education Humanities Building.

<b><u>Surname</u></b>	<b><u>Given name/s</u></b>	<b><u>Student number</u></b>
<b><u>Email address</u></b>	<b><u>Preferred name</u></b>	
<b><u>Unit code</u></b>	<b><u>Unit title</u></b>	
<b><u>Tutor's first name and surname</u></b>	<b><u>Tutorial day</u></b>	<b><u>Tutorial time</u></b>
<b><u>Assignment number</u></b> (i.e. 1,2,3 or short answer)	<b><u>Due date</u></b>	<b><u>Date submitted</u></b>

If the given name by which your tutor knows you differs from your name on university records, you should indicate both names above.

### Your assignment should meet the following requirements.

Please confirm this by ticking  the boxes before submitting your assignment.

- My assignment:  is double-spaced and clearly legible  
 is written on one side of page only  
 has the pages numbered  
 has a wide margin (4 cm) on left-hand side of page  
 has the first page clearly labelled with my full name, unit code, unit title and tutor's full name.
- and  I have retained a copy of my assignment  
 I have completed and signed the declaration below

**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 am submitting in this assignment is my own work and has not been submitted for assessment in another unit.

Signed: \_\_\_\_\_

OFFICE USE ONLY		
<b>Date received</b>	<b>Marked by</b>	<b>Mark/Grade</b>
<b>Recorded by</b>	<b>Date marked</b>	