

**ASSIGNMENT SUBMISSION FORM**

**Please note:** that no course work will be accepted without this cover sheet.

**Please ensure:** that you keep a copy of work submitted and retain your receipt in case of query.

<b>Student Number:</b>	<b>SPO ID Number (Office use only):</b>	
<b>Course:</b>		<b>Level:</b>

MODULE	
<b>Module Code:</b>	<b>Module Title:</b>
<b>Lab / Assignment:</b>	<b>Deadline:</b>
<b>Lab group (if applicable):</b>	<b>Date Stamp (Office use only):</b>
<b>Academic Responsible:</b>	
<b>Administrator:</b>	

**Please note:** that detailed feedback will be provided on a feedback form.

✂.....

RECEIPT SECTION (Office Copy)	
<b>Student Number:</b>	<b>SPO ID Number (Office use only):</b>
<b>Student First Name:</b>	<b>Student Last Name:</b>
<b>Module Code:</b>	<b>Module Title:</b>
<b>Lab / Assignment:</b>	
<b>Lab group (if applicable):</b>	<b>Deadline:</b>
<b>Academic Responsible:</b>	<b>Number of Days late:</b>

DECLARATION	
I have read and I understand the guidelines on plagiarism and cheating in the Handbook and I certify that my contribution to this report fully complies with these guidelines. I confirm that I have kept a copy of my work and that I have not lent my work to any other students.	
<b>Signed:</b>	<b>Date Stamp (Office use only):</b>

✂.....

RECEIPT SECTION (Student Copy)	
<b>Student Number:</b>	<b>Student Name:</b>
<b>Lab / Assignment:</b>	
<b>Lab group (if applicable):</b>	<b>Module Title:</b>
<b>Academic Responsible:</b>	<b>Deadline:</b>
<b>Module Code:</b>	<b>Date Stamp (Office use only):</b>

The University penalty system will be applied to any work submitted late.

**IMPORTANT:** You **MUST** keep this receipt in a safe place as you may be asked to produce it at any time as proof of submission of the assignment. Please submit this form with the assignment attached to the Department of Design Education Office in the Michael Sterling Building, room MCST 055.