**Note: This form must be attached together with the assignment/work submitted by student whenever late submission happens.**

LCL/sl/22 May 2017

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| **PART A : STUDENT INFORMATION**  Name:  ID:  Faculty/Centre/Branch:  Year/Semester of Study:  Programme:  Assignment Title:  Course Code & Course Title: |
| **PART B : LATE SUBMISSION OF COURSEWORK INFORMATION**  Please check/tick one of the information below :   |  |  | | --- | --- | |  | Late submission of 1 - 3 days after deadline of submission: minus 10 marks | |  | Late submission of 4 - 7 days after deadline of submission: minus 20 marks | |  | Late submission of > 7 days after deadline of submission: 0 mark | |
| **PART C : STUDENT ACKNOWLEDGEMENT**  By signing below, I acknowledge that my coursework marks shall be subjected to the above penalty.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |
| **PART D : For Faculty/Centre/Branch Internal Use/ Filing Purpose**  Received by Faculty/Centre/Branch  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ( Signature )  Name :  Date : |