



CFI Assignment Cover Sheet

This sheet must be attached to the front of all work submitted. Please print clearly and ensure that you receive the tear off receipt on submission.

Student name:	
Student ID number:	
Student e-mail address:	(unimelb addresses only)
Phone:	
Discipline:	
Subject name:	
Subject number:	
Assessment task or topic:	
Lecturer's/tutor's name:	Tutorial Time:
Due date:	
Date of submission:	

DECLARATION

I hereby declare that:

- this assignment is my own work;
- this assignment has not been submitted previously for assessment for any other subject within the VCA or elsewhere;
- all information and materials used for this assignment have been duly acknowledged;
- I have not copied from the work of other students and I have not allowed or enabled other students to copy from my work;
- I am aware of the implications of plagiarism as defined and addressed in the VCA's Assessment Policy and Procedures – www.vca.unimelb.edu.au/admin/

Student Signature: Date:

PLEASE NOTE: Students are advised to keep a copy of all assignments submitted.

Return of Work to Students

Marked tutorial papers will be returned in class. Final essays for a subject must be accompanied by a suitably sized, stamped self-addressed envelope with appropriate postage in order to be posted to you after assessment. **FINAL ESSAYS WILL NOT BE RETURNED TO YOU UNLESS AN ENVELOPE IS ATTACHED AT THE TIME OF SUBMISSION.** Any assignments that are produced in an alternate form (not written works) will not be mailed. These can be collected at the time and place nominated by the Centre.

If an extension to submit has been granted, the signed form must be attached to this cover sheet.

(Please complete receipt slip (below) to be returned to the student when assignment is submitted).

Receipt for: (assignment/topic name):	
Student name:	Student ID number:
Signature of staff member:	Date: