

**SCHOOL OF EDUCATIONAL STUDIES  
ASSIGNMENT COVER SHEET AND REPORT**



**LA TROBE  
UNIVERSITY**

PLEASE CIRCLE LEVEL OF ASSESSMENT

Master (4th Year)    Master (5th Year)    Grad Cert    Grad Dip    DipEd    Undergraduate

Student Name: ..... Student No. ....  
[PLEASE UNDERLINE FAMILY NAME]

Email Address: ..... Phone: .....

Subject Name: ..... Subject Code: .....

Assignment Number or Title: .....

Due Date: ..... Name of Lecturer: .....

Extension granted until Day: ..... Time: .....

**HANDING IN WORK**

All assignments must be submitted both in hard copy and in electronic form on disk. Work must be lodged in the assignment box on Level 3 of the Education Building adjacent to the Reception by **4.30 p.m. of the due date**. Staple the work securely with this sheet at the front. **DO NOT USE DISPLAY FOLDERS**. You may mail your assignment to The Administration Office, School of Educational Studies, La Trobe University, Victoria, 3086. **BUT IT MUST BE POSTMARKED NO LATER THAN THE DAY PRIOR TO THE SUBMISSION DEADLINE.**

**Please note that assignments that are too large to fit in the slot for the box must be handed directly to the lecturer in class or by appointment. They cannot be handed to administrative staff.**

**RETURN OF YOUR WORK**

Assignments may be collected from the School Office on Tuesdays & Wednesdays between 2.00 and 4.00 p.m. Work will be returned by post **ONLY IF STUDENTS PROVIDE A STAMPED SELF-ADDRESSED ENVELOPE OF A SUITABLE SIZE.**

**STATEMENT OF AUTHORSHIP**

I certify that the attached material is my original work. No other person's work has been used without due acknowledgment. Except where I have clearly stated that I have used some of this material elsewhere, it has not been presented by me for examination in any other course or subject at this or any other institution. I understand that the work submitted may be reproduced and/or communicated for the purpose of detecting plagiarism. I understand that should this declaration be false, I am liable to be penalised under the La Trobe University regulations.

Please tick the relevant box (es)

- All submitted work is derived from work undertaken with approval from the relevant ethics committee
- None of the research undertaken for this assignment required ethics approval.

I have read the document 'University Statement on Plagiarism' contained in the School of Educational Studies Student Information Booklet.

**STUDENT'S SIGNATURE: ..... DATE: .....**

<b>MARKS</b>	<b>80-100% A</b>	<b>70-79% B</b>	<b>60-69% C</b>	<b>50-59% D</b>	<b>Less than 50% N</b>

COMMENTS:

**LECTURER'S SIGNATURE:** .....

**DATE:** .....

**The student has completed all work requirements for this subject.    YES        NO**  
*(Please circle)*