

PRESBYTERIAN THEOLOGICAL CENTRE - SYDNEY

ASSIGNMENT COVER SHEET (ORIGINAL COPY)

Please complete all sections below and attach to the front of your assignment. Please ensure that TWO (2) copies of your assignment are submitted.

Student name:		ACT Number:
Course:	Unit code, Unit title:	
Assignment topic:		
Word count required:	Word count actual:	
Lecturer:		
Date due:	Date submitted: <i>(please use office date stamp)</i>	

Regulations:

- Essays must conform to the requirements of the ACT (refer to the relevant ACT Handbook in the library or website)
- Essays should be typewritten, double spaced with a margin. All pages should be numbered
- Should you anticipate difficulty in meeting the due date a “request for deferred assessment” form must be submitted to the Academic Dean **before** the due date.
- Assignments submitted after the due date without approval will be subject to late penalties of 5% per day. No assignment will be accepted after the last teaching day of the semester.

The following assignment, of which I have kept a copy, is entirely the work of the undersigned and that all sources of ideas and expressions are duly acknowledged in footnotes or endnotes. I declare that I have read and understood the ACT’s Academic Misconduct Policy
(www.act.org.au/policy%20files/Academic%20Misconduct%20Policy.pdf).

Signed: _____

Check essays in at office and place original in lecturer’s white tray and second copy in designated basket. Also please write and sign your name in the book provided.

I have submitted a second copy. Signed: _____