**ALL BEL COURSE CODES**

*The following section must be filled out by the student being assessed or by the group member nominated to submit and/or collect the assignment on behalf of a group.*

<table>
<thead>
<tr>
<th>Family Name (please print clearly)</th>
<th>Given Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
<td>Signature (see statement below)</td>
</tr>
<tr>
<td>Email Address</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

*All sections below must be completed.*

<table>
<thead>
<tr>
<th>Course Code (print clearly)</th>
<th>Course Name (in full)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Number</td>
<td>Assignment Title</td>
</tr>
<tr>
<td>Tutorial Day (if applicable)</td>
<td>Name of Lecturer</td>
</tr>
<tr>
<td>Extension granted (Please circle): Yes No</td>
<td>Name of Tutor</td>
</tr>
<tr>
<td>Copy of written approval is attached: Yes No</td>
<td>Extension granted by:</td>
</tr>
</tbody>
</table>

Group assignments are held under one group member’s name. The group must nominate a group member to submit and collect the assignment which will only be returned to that group member. All other group members must complete the following section. Do not complete and/or sign on behalf of any other group member.

<table>
<thead>
<tr>
<th>Family Names of Other Group Members (please print clearly)</th>
<th>Given Names</th>
<th>Student ID Number</th>
<th>Signature (see statement below)</th>
</tr>
</thead>
</table>

**PLAGIARISM:** Plagiarism is the action or practice of taking and using as one’s own, the thoughts or writings of another without acknowledgement. When a deliberate act of plagiarism is proven, the results of the assignment, exercise or procedure concerned may be annulled and such other action may be taken as Senate may consider appropriate in the circumstances of the case. This may result in loss of credit in a subject and/or suspension of enrolment at the University.

**Student’s Statement**

I declare that I am the student whose name appears above and that this is my own original work. It does not contain any plagiarised material and has not previously been submitted for assessment. Text that is not my own has been quoted and attributed appropriately in the references. I declare that I have retained a copy of this work. In accordance with my lecturer’s instructions, I confirm that this assignment is to be submitted at the BEL Faculty Resource Centre, and that I understand and will abide by the conditions on the reverse of this cover sheet pertaining to results, assignment presentation, submission and collection.
PRESENTATION OF ASSIGNMENTS

Assignments must:

- be securely stapled or spiral bound. Assignments are not to be contained in plastic or cardboard folders, binders, plastic protector sheets, or envelopes.

- have an appropriate cover sheet submitted with the assignment which has been fully completed by the student or group. All group members are responsible for completing their own details on the cover sheet. Students must not complete and/or sign the cover sheet on behalf of other group members.

- have a BEL cover sheet stapled to the front of the assignment. Cover sheets must not be covered, bound or enclosed in any way.

- have any additional disks sealed in an envelope and securely stapled to the back of the assignment. It is the student's responsibility to provide the appropriate packaging.

SUBMISSION OF ASSIGNMENTS TO THE BEL FACULTY RESOURCE CENTRE

Check the course outline/profile for the correct time, date and location or ask the lecturer if the information is not specified.

All work must be submitted by the due date and time. Unless otherwise stated, assignments must be submitted to the Faculty Resource Centre before 4:00 pm on the due date. Students risk being significantly penalised by the marker if submitted after the deadline. If an extension has been granted, the appropriate section must be completed on the front of the cover sheet.

Students must adhere to the conditions of presentation as outlined above.

Any assignments that have been submitted will remain in the Faculty Resource Centre until they are collected for marking. Assignments will not be released back to students until they are marked and returned to the Faculty Resource Centre. Any later additions to assignments should be attached to another cover sheet along with a note of explanation and submitted through the assignment slot.

Assignments can be deposited in the assignment slot after hours. Please note that the main doors of the Colin Clark Building are locked at 10pm on week days. Assignments deposited after hours will be stamped as having been submitted after hours and will be dated the next working day.

It is the student's responsibility to keep a copy of all work that has been submitted until that assessment has been marked and returned.

Prior to submission, students may arrange with the lecturer to post marked assignment back to them but only if the students are unable to collect the assignment in person. Following approval, a stamped self-addressed envelope must be attached to the assignment on submission.

COLLECTION OF ASSIGNMENTS FROM THE BEL FACULTY RESOURCE CENTRE

Lecturers will advise when and how their students may collect assignments. If marked assignments have been returned to the Faculty Resource Centre, the course codes are written on the whiteboard facing the courtyard on Level 1 of the Colin Clark Building. If the course code is not written on the board, it has not been returned. Please check with the lecturer about collection details.

Students are expected to know the codes and corresponding names of courses they are taking each semester. As the Faculty Resource Centre handles all assignments by code only, students must know the correct code when asking for assignments from Resource Centre staff.

Assignments are kept at the Faculty Resource Centre for the duration of the semester and two weeks beyond. All assignments are then returned to the relevant schools where they may be distributed to the course coordinators or kept for student collection at the front desk. Please ask at the front desk of the relevant school.

Students must produce their UQ ID card (or driver’s license) to collect marked assignments. Assignments will not be returned by proxy unless the person collecting for another has the absent student’s signed UQ ID card and a letter of authorisation from that student. No photo ID, no assignment, no exceptions.

Group assignments are held under one name. Group members must nominate a group member to be responsible for the submission and collection of the assignment and must fill out the cover sheet accordingly. The assignment will only be released to that person.

RESULTS OF ASSIGNMENTS

Resource Centre staff cannot reveal marks for any assessment over the telephone or counter. To obtain results, students must collect their marked assignments or contact their lecturer.