



ASSIGNMENT COVER SHEET

Flinders Department of Theology
Adelaide College of Divinity



Student Name

Student ID No. **Contact Phone No.**

Topic Code (eg THEO 1301)

Topic Name

Lecturer/Tutor's Name

Assignment Title

Due Date **Submission Date**

Please meet the following requirements in submitting the assignment

- Reference appropriately
- Write/print on one side of the paper only
- Double space
- Include a wide margin (4 cm) on the left hand side of page
- Number pages
- Staple in top left hand corner
- Complete declaration below
- Keep a copy of the assignment

Submission of Assignments

It is your responsibility to ensure that all work is submitted to the tutor or to the office of the ACD college at which the tutor is based by 5:00pm on the due date.

After hours: Chute adjacent to the main entrance of the ACD Campus on Lipsett Terrace.

Post: [Tutor], Adelaide College of Divinity, 34 Lipsett Terrace, Brooklyn Park SA 5032

Return of Assignments

Assignments will normally be returned in class, or can be collected from the office of the ACD college at which the lecturer is based, or from ACD Campus reception area. **Lecturers and Tutors will endeavour to return work to students as soon as possible, usually no later than three weeks after the date of submission.**

Return assignment by post (tick box). Self-addressed envelope (with sufficient postage) is attached.

Academic Dishonesty: Plagiarism

The University and the ACD regard academic dishonesty, including plagiarism and unauthorised collusion, as a very serious matter and impose strict penalties on those students who are found to be guilty of an offence under the terms of their policies. The penalties include zero marks for the relevant piece of work, a grade of fail for the whole topic or referral to the Vice-Chancellor or the President of the ACD. It is therefore the obligation of all students to understand and respect the rules concerning academic dishonesty. If you are in any doubt, please refer to the policy in the *ACD Orientation Manual Part I* or at http://www.flinders.edu.au/studentinfo/acad_dishon.htm

Declaration

I have familiarised myself with the University's & ACD's policy on plagiarism. Except where appropriately acknowledged, this assignment is my own work, has been expressed in my own words and has not previously been submitted for assessment. I understand that this paper may be screened electronically or otherwise for plagiarism.

Signature

Date

Office Date Stamp