Assignment Submission Form
for WEDC distance learning modules

Part 1 – Office use only

Submission checks		
Assignment submitted on time (including any agreed extension)	Yes	No
Declaration Form fully signed	Yes	No
Guarantor's signature checked against original on file	Yes	No
Correct number of pages received	Yes	No

Tutor's instructions:

Overall assignment grade awarded

Tutor's signature:

Part 2 – Details of submission (to be completed by participant)

Student registration number	
Programme title	
Module title	
Assignment number	
Total number of pages submitted	

Each submission should include your Distance Learner's Declaration (Certificate of Authorship) overleaf.

It must signed by you and countersigned by your Guarantor.

Both signatures must be originals

Loughborough University

Part 3 – Declaration form for distance learning modules

Distance Learner's Declaration (Certificate of Authorship)

Please *sign* the following declaration and attach it to your submission form and assignment answer sheets.

I certify that:

(i)   I am responsible for the work submitted, and that the original work is my own except as specified below (give details if appropriate).

(ii) I have not submitted this work to any other institution for the award of a degree.

(iii) All laboratory work, field work and computer programming has been carried out by me with no outside assistance except as noted below (give details if appropriate).

and

(iv) All information (including diagrams and tables) or other information that is copied from, or based on, the work of others has its source clearly acknowledged in the text at the place where it appears.

Please note that your signature must be original – scanned/typed/printed signatures are not acceptable.

Signed:

Name: Date:

Your guarantor should sign the following declaration.

Guarantor's Declaration

To the best of my knowledge, I believe that the above declarations are true.

Please note that your signature must be original – scanned/typed/printed signatures are not acceptable.

Signed:

Name: Date:

Return to: The Distance Learning Administrator, WEDC, The John Pickford Building, School of Architecture, Building and Civil Engineering, Loughborough University, Leicestershire, LE11 3TU, United Kingdom