Assignment processes

The following information is to assist you to understand the assignment process and your responsibilities.

Assignment Office

The School Assignment Office is open 8.30 am–5.00 pm weekdays.

Location: School of Nursing & Midwifery
North Wing
Level 1, Room N101

Postal address: School of Nursing & Midwifery
Flinders University
GPO Box 2100
Adelaide SA 5001

Telephone: (08) 8201 3409

Email enquiries: nuassign@flinders.edu.au

Assignment presentation

Please use these presentation directions unless your lecturer provides specific guidelines.

- Always copy, as assignments do occasionally go astray.
- All assignments are to be written in the accepted academic style with correct referencing based on the author-date (Harvard) referencing guide.
- Assignments should be typed or word-processed in double spacing.
- Use an easy-to-read typeface, such as Times New Roman, 12 pt.
- Use 3 cm left and right margins to allow for comments on your work.
- Order the paper—title page, assignment, appendices, references.
- Please number all pages, making sure they are in the correct order, and staple them together in the top left-hand corner only. Do not use pins or paper clips as these catch on other assignments in the sorting and mailing process, and your assignment could be lost.
• If you use continuous paper in your printer, make sure all the pages have been separated and stapled correctly.
• If you are mailing your assignment, do not insert individual pages or your whole paper inside any form of cover. Include a postal stamp or receipt to verify the date of submission.
• **All** assignments must have a title page with the following information:
  - Flinders University, School of Nursing & Midwifery
  - topic code
  - topic name
  - assignment number
  - assignment title
  - student name and ID
  - lecturer
  - due date
  - word length (excluding references and appendices).

**Assignment submission**
Assignments should be submitted with an ‘Assignment cover sheet’ attached and stapled where indicated on the cover sheet. Do not submit assignments in folders and plastic sleeves. Cover sheets are available outside the School Assignment/Reception area. External students will find cover sheets in their Topic details booklet.

➢ **Internal students**
Ensure all details are **clearly printed** in both sections of the ‘Assignment cover sheet’. This will prevent misfiling and possible loss of assignments. The tear-off section is kept in the School Office as proof of assignment submission.

There are differently coloured cover sheets for different courses:
Assignment cover sheets

- grey—Bachelor of Nursing and Bachelor of Midwifery (undergraduate pre-registration)
- orange—Bachelor of Health Sciences topics (HLTH1003, 1004, 1304 & 2002 only)—available from the health sciences office.
- blue—post graduate topics
- hot pink—Riverland-based students
- purple—honours students
- green—external students (nursing & midwifery topics only).

Clinical records

- bright yellow—Flinders-based student clinical records
- green—Riverland-based student clinical records.

Dates and collection

- Assignments must be submitted through the chute located at the Assignment/Reception area. The chute is checked on a regular basis. Assignments are date-stamped when received. Assignments received after 5.00 pm close of business will be stamped as being received the following day. If it is not convenient to lodge your assignment by hand, please contact your topic coordinator to negotiate alternative arrangements.
- **Students should ensure that assignments sent by mail are postmarked or officially franked (as having been sent) on or before the due date.** Where possible the date of postage will be stamped on the assignment by the School office.
- Assignments will be collected by the lecturer for marking soon after the due date. When assignments are marked, they are returned to the Assignment/Reception area and filed under the student name for collection. Students must show their student ID card (a driver’s licence or picture ID will also be accepted) before an assignment will be released. Assignments will be returned by mail or email (not fax) to students enrolled externally.
- Assignments may only be collected by another person holding written permission for the work to be released to the person collecting the assignment and the student ID card for the student named on the ‘Assignment cover sheet’.
• If it is not convenient to collect your assignment from the Assignment Office, attach a stamped, self-addressed, large envelope to the assignment, and following marking, it will be returned by post.

• Where possible, assignments available for collection will be listed by topic number on the whiteboard located in the Assignment/Reception area.

• The Assignment Office staff:
  – cannot approve or seek extensions on your behalf,
  – are not responsible for the return of assignments from academic staff, and
  – are not responsible for photocopying assignments.

Note: it is your responsibility to regularly check to see if your assignment has been returned to the Nursing Office as you may have been granted a resubmission and given a new date to submit. If this date passes before you have collected your work, you will have lost the opportunity to resubmit.

➢ External students (NURS & MIDW topics only)

You will find a green ‘Assignment cover sheet’ within your Topic information/Topic details booklet. Forms are also available from the Assignment/Reception area of the School of Nursing & Midwifery.

• Ensure all details are clearly printed on the ‘Assignment cover sheet’. This will prevent misfiling and possible loss of assignments.

• Students should ensure that assignments sent by mail are postmarked or officially franked (as having been sent) on or before the due date. Where possible the date of postage will be stamped on the assignment by the School office.

• Assignments may also be submitted through the chute located in the Assignment/Reception area of the School of Nursing & Midwifery. The chute is checked on a regular basis. Assignments are date-stamped when received. Assignments received after 5.00 pm close of business will be stamped as being received the following day. Assignments will be collected by the lecturer for marking soon after the due date.
Extensions

The following information is to assist students to understand the extension process and their responsibilities.

- **Internal students (NURS & MIDW topics only)**
  - Complete the orange ‘Application for extension’ form available from the Assignment/Reception area and attach supporting evidence (e.g. a medical certificate). Light pink extension forms are used for Riverland students.
  - You must take the completed form and meet with the topic coordinator at least three days prior to the stated due date for the assignment.
  - If, after discussion with you, the topic coordinator grants an extension, the topic coordinator will sign the completed form, and retain the bottom section as a record.
  - You will then present the completed ‘Application for extension’ form to the Assignment Office where it will be date-stamped, and the Office Records section retained. This is filed as confirmation that the request for an extension was made before the assignment due date. You will retain the top section. This section will be submitted with the assignment on, or before, the new due date.
  - When submitting on the new due date, attach both the signed ‘Application for extension’ and a completed ‘Assignment cover sheet’ to the front of the assignment. Please ensure that the ‘Application for extension’ form is placed underneath the ‘Assignment cover sheet’.

**Important:** the Assignment Office **will not** stamp as ‘received’ unsigned ‘Application for extension’ forms.
External students (NURS & MIDW topics only)

- Use the white ‘Request for 7-day extension to assignment due date’ form supplied in your Topic information/Topic details booklet. Forms are also available from the Assignment/Reception area of the School of Nursing & Midwifery.
- Contact your topic coordinator for permission for an extension of over seven days, at least seven days before the stated due date. The due date will be advised in the ‘Statement of assessment methods’, in individual Topic information/Topic details booklets.

Internal and external students (HLTH topics only)

Assignment box located in the Department of Disability Studies for health science core topics.