

ASSIGNMENT/PROJECT COVERSHEET

Please complete the form & submit it with your assignment/project to our Student Services Office

IMPORTANT: Students are advised to keep a separate hardcopy of the completed assignment/project.

SECTION A

Please Write Clearly & Neatly

Student's Name (as in NRIC / Student Pass):

Student ID No.:

(underline Surname / Family Name)

This Submission For:

Course:

Deadline for Submission:

Date of Submission:

Module/Unit:

Assignment/Project Topic:

Name of Lecturer:

Total No. of Copies:

Nature of Assignment/Project:

Individual Group

Group Members (for Group Submission):

Submission Made To:

SPRING Campus

City Campus

(include Full Name & Student ID No.)

I am informed and aware that:

- I/We must retain the Assignment/Project Submission Receipt removed from my/our Assignment/Project Cover Sheet.
- Assignment/Project Submission Receipt that does not bear signatory acknowledgement from our Student Services Officer and the official SMA Institute stamp will not be accepted as a proof of assignment/project submission.
- Assignments/Projects submitted cannot be retrieved back.

Student's Signature:

Date:



ASSIGNMENT/PROJECT SUBMISSION RECEIPT (To be completed BY STUDENT)

IMPORTANT: If this Receipt does not bear signatory acknowledgement from our Student Services Officer and the official SMA Institute stamp, it is deemed invalid.

SECTION B

Student's Name (as in NRIC / Student Pass):

Student ID No.:

Course:

Deadline for Submission:

Date of Submission:

Module/Unit:

Assignment/Project Topic:

Total No. of Copies:

FOR OFFICIAL USE ONLY

Assignment/Project Received By:

Staff's Name & Signature:

SMA-SOM Stamp: