**SUBMITTING WORK – TAUGHT DEGREES**

1. **Complete a blue receipt** (one receipt per each assessment title)

****

This is **NOT** your OSS or Student Card No.

Forgotten it?

Check your Student Self-service account.

Assessment Unit Title i.e. Extended Essay, Dissertation, Thesis, Paper XII

Examination Title i.e. FHS/MSc/MSt/

DPhil in History

1. **Prepare your envelope (please use one envelope per assessment unit title)**



Candidate No. **NOT** your OSS or Student Card No.

Examination Title eg FHS/MSc/MSt in History

1. **Pack the assignment making sure that you:**
	1. include the correct number of copies;
	2. include all required forms (e.g. Declaration of Authorship, etc.) and/or electronic copies of your assignment (as requested by the Department/Faculty)
	3. if you have been diagnosed with an SpLD, attach a 2D form to each copy of your assignment
	4. seal your envelope!
2. **Hand in your completed envelope and blue receipt to the Submissions desk.**

**It will be date and time stamped. A yellow copy of the receipt will be given to you for your record.**