

## ASSIGNMENT COVER SHEET

<b>Family Name:</b>		<b>First Name:</b>	<b>Student ID Number:</b>
<b>Unit Code:</b>	<b>Unit Title:</b>		
<b>Assignment Title / Reference:</b>			
<b>Name of Lecturer / Tutor:</b>		<b>Tutorial Group (Day &amp; Time):</b>	
<b>Date Submitted:</b>	<b>Student Contact Telephone No./Student Email Address</b>		

### PLAGIARISM AND COLLUSION

**Plagiarism is 'a practice that involves the using of another person's intellectual output and presenting it as one's own'.** This includes the presentation of work that has been copied, in whole or part, from other sources (including other students' work, published books or periodicals, or unpublished works or unauthorized collaboration with other persons), without due acknowledgement.

### CONSEQUENCES OF PLAGIARISM AND COLLUSION

A student found guilty of plagiarism will be subject to one or all of the following:

**Referral to Course Coordinator for:** counseling; submission of further work; use of the services of Student Learning Unit; the placing of a record of the alleged infringement on the student's file.

**Referral of the matter to the Director of Teaching and Learning for:** issuing of written warning; re-submission of work for assessment or the undertaking of another form of assessment such as an oral or unseen examination; allocation of a fail grade to part or all of the assessment; allocation a fail grade to the unit.

**Referral of the matter to the Dean for:** suspension from the course; official disciplinary action by the University Disciplinary Committee.

### STUDENT DECLARATION

I DECLARE THAT THIS ASSIGNMENT IS ORIGINAL AND HAS NOT BEEN SUBMITTED FOR ASSESSMENT ELSEWHERE.

I DECLARE THAT THIS ASSIGNMENT IS MY OWN WORK AND DOES NOT INVOLVE PLAGIARISM OR COLLUSION.

I GIVE MY CONSENT FOR THE ELECTRONIC VERSION TO BE EXAMINED BY RELEVANT PLAGIARISM SOFTWARE PROGRAMS.

I HAVE MADE A PHOTOCOPY OR ELECTRONIC COPY OF MY ASSIGNMENT, WHICH I CAN PRODUCE IF THE ORIGINAL IS LOST FOR ANY REASON.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_

### HOW TO SUBMIT YOUR ASSIGNMENT

Students are required to submit their assignment to the relevant academic staff member. This may be done in class or via the staff member's pigeon hole, mailbox or locker. Students should ensure they are aware of the location by checking with the lecturer / tutor before the due date.

### HOW TO COLLECT YOUR MARKED ASSIGNMENT

Your work should be collected from the lecturer / tutor in class or from their office during their student consultation time. If work is not returned in class or prior to end of semester, please contact the unit coordinator.

Please make the necessary arrangements for collection. Staff in the College office and Student Services are **NOT** responsible for returning work to students.

A copy of this Assignment Cover Sheet is available from Student Forms: [www.vu.edu.au/student-tools/student-forms](http://www.vu.edu.au/student-tools/student-forms)  
For more on assessment help and plagiarism: [www.vu.edu.au/student-life/getting-help/assessment-progress-help](http://www.vu.edu.au/student-life/getting-help/assessment-progress-help)