

ASSIGNMENT COVER SHEET

Student's name	(Family name)	(Given names)	
ID number		Phone	
Unit name		Unit code	

Title of assignment	
Lecturer/tutor	

Is this an authorised group assignment? ☐ Yes ☐ No If this submission is a group assignment, each student must attach their own signed cover sheet to the assignment.	
Has any part of this assignment been previously submitted as part of another unit/course? ☐ Yes ☐ No	
Tutorial/laboratory day & time	
Due date:	Date submitted:

All work must be submitted by the due date. If an extension of time to submit work is required, a [Special Consideration Application \(In-semester Assessment Task\)](#) must be submitted.

Has an extension been approved? Yes ☐ No ☐ If yes, please give the new submission date/...../.....

Please note that it is your responsibility to retain copies of your assessments.

Intentional plagiarism or collusion amounts to cheating under Part 7 of the [Monash University \(Council\) Regulations](#).

Plagiarism: means taking and using another person's ideas or manner of expressing them and passing them off as one's own. For example, by failing to give appropriate acknowledgement. The material used can be from any source (staff, students or the internet, published or unpublished works).

Collusion: means unauthorised collaboration with another person on assessable written, oral or practical work and includes paying another person to complete all or part of the work.

Where there are reasonable grounds for believing that intentional plagiarism or collusion has occurred, this will be reported to the Chief Examiner, who may disallow the work concerned by prohibiting assessment or refer the matter to the Associate Dean Teaching and Learning.

Student Statement:

- I have read the University's [Student Academic Integrity Policy](#) and the University's [Student Academic Integrity: Managing Plagiarism and Collusion Procedures](#).
- I understand the consequences of engaging in plagiarism and collusion as described in [Part 7 of the Monash University \(Council\) Regulations](#).
- I have taken proper care of safeguarding this work and made all reasonable effort to ensure it could not be copied.
- I acknowledge that the assessor of this assignment may for the purposes of assessment, reproduce the assignment and:
 - i. provide to another member of faculty; and/or
 - ii. submit it to a plagiarism checking service; and/or
 - iii. submit it to a plagiarism checking service which may then retain a copy of the assignment on its database for the purpose of future plagiarism checking.
- I certify that I have not plagiarised the work of others or participated in unauthorised collaboration when preparing this assignment.

Signature

Date.....

Privacy Statement

The information on this form is collected for the primary purpose of assessing your assignment. Other purposes of collection include recording your plagiarism and collusion declaration, attending to course and administrative matters and statistical analyses. If you choose not to complete all the questions on this form it may not be possible for Monash University to assess your assignment. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: privacyofficer@adm.monash.edu.au