

Each student must sign this assignment cover sheet.

Student ID Number	Family name / Email	Given Names / Telephone	Signature
1. Group Representative	 Email.....	 Phone.....	
2. Group Member	 Email.....	 Phone.....	
3. Group Member	 Email.....	 Phone.....	
4. Group Member	 Email.....	 Phone.....	

Print out, sign and complete this cover sheet. Scan a copy and place it as the Assignment first page before uploading in the Assignment Submission Moodle link

Campus: Clayton	BFC1001: Foundations of Finance	
	Due Date:	Date Submitted

All work must be submitted by the due date. If an extension of work is granted this must be specified with the signature of the lecturer/tutor.

Extension granted until (date) Signature of CE/Unit Coordinator.....

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

If there are no substantial factors to indicate that plagiarism was accidental or unintentional, plagiarism will be treated as cheating in terms of Monash Statute 4.1 – Discipline.

Plagiarism: Plagiarism means to take and use another person's ideas and or manner of expressing them and to pass these off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students or the Internet – published and unpublished works.

Collusion: Collusion is the presentation of work which is the result in whole or in part of unauthorised collaboration with another person or persons.

For further information see the university's Plagiarism Policy at:

<http://www.adm.monash.edu.au/unisec/academicpolicies/policy/plagiarism.html>

Where there are reasonable grounds for believing that plagiarism or collusion has occurred, this will be reported to the Chief Examiner, who will disallow the work concerned by prohibiting assessment or refer the matter to the faculty manager.

Students' Statement: (Each student must sign adjacent to their name in the space provided at the top of this page)

I have read the university's statement on cheating and plagiarism, as described in the Student Resource Guide (refer <http://www.monash.edu.au/pubs/handbooks/srg/srg-119.html>)

This assignment is original and has not previously submitted as part of another unit/subject/course.

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:

- Provide to another member of faculty; and/or
- Communicate it to the university's plagiarism checking service (which may then retain a copy of the assignment on its database for the purpose of future plagiarism checking).

I understand the consequences for engaging in plagiarism as described in University Statute 4.1. Part III – Academic Misconduct (refer <http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html#Heading102>)

I certify that I have not plagiarised the work of others or participated in unauthorised collusion when preparing this assignment.

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

BFC1001 Assignment Check List

The Group Representative is to complete the checklist below to ensure that the group has met all conditions that allow your assignment to be marked.

	Yes	No
Submission Conditions		
Is the assignment submitted by an individual?		
Is the assignment submitted by a group less than 3 or exceeding 4?		
Is the Group Assignment Cover sheet not attached/incomplete/incorrect?		
Do you have multiple submissions of the assignment?		
If any of the answers above are YES, than part or all of your assignment is voidable.		
	Yes	No
Video presentation Conditions		
Is the video presentation 5min or less?		
Is your video presentation playable on Windows or does your hosting link work?		
Do all group members 1) appear in the video & 2) present in the video?		
Are all group members identified in the video verbally or by text tag?		
If any of the answers above are NO, than part or all of your assignment is voidable.		