ASSIGNMENT COVER SHEET
(For Postgraduate Coursework Students)

Students Please Note:
1. This form MUST be attached to all submitted written work with all sections completed. An incomplete form may result in the delayed return of your assignment or of your mark for the assignment. Please keep a copy of all assignments before submitting them for assessment.
2. It is the STUDENT’S RESPONSIBILITY to ensure that the assignment is handed in by the Due Date. Penalties will apply for assignments handed in after the due date. Please refer to the SPH Assessment and Extension policy for further details.

Student / Assignment Details

Surname: ___________________________ Given Name(s): ___________________________

Student Number: ___________________________

Subject Number: ____________ Subject Name: ___________________________

Subject Coordinator: ___________________________

Title of Assignment: ___________________________

Assignment Due Date: ___________________________ Extension Due Date (if applicable): ___________________________

Have you been receiving assistance from the MDHS International Student Support Program (ISSP)? □ Yes □ No
Have you been receiving assistance from the Language and Learning Skills Unit (LLSU)? □ Yes □ No
Have you received assistance with the preparation of this assignment from the LLSU or ISSP? □ Yes □ No

Student Declaration and Signature

ACADEMIC HONESTY AND PLAGIARISM:
Plagiarism is the act of representing as one’s own original work the creative works of another, without appropriate acknowledgment of the author or source (e.g. published books, periodicals or internet sites), or from your own unpublished work that has been submitted for assessment elsewhere, without due acknowledgement in the text. Information regarding plagiarism can be found at: http://www.services.unimelb.edu.au/plagiarism/.

COLLUSION:
Collusion is the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both collusion and plagiarism can occur in group work. For examples of plagiarism, collusion and academic misconduct in group work please see the University’s policy on Academic Honesty and Plagiarism: https://academichonesty.unimelb.edu.au

Plagiarism and collusion constitute cheating. Disciplinary action will be taken against students who engage in plagiarism and collusion as outlined in University policy. Proven involvement in plagiarism or collusion may be recorded on my academic file in accordance with Statute 13.1.18.

Please tick to indicate that you UNDERSTAND the following statements:

☐ I DECLARE that:
☐ This assignment is my own original work, except where I have appropriately cited the original source (Appropriate citation of original work will vary from discipline to discipline).
☐ This assignment has not previously been submitted for assessment in this or any other subject.

☐ For the purposes of assessment, I GIVE the assessor of this assignment the permission to:
☐ Reproduce this assignment and provide a copy to another member of staff; and
☐ Take steps to authenticate the assignment, including communicating a copy of this assignment to a checking service (which may retain a copy of the assignment on its database for future plagiarism checking).

Signature: ___________________________ Date: ___________________________

The University’s Privacy Policy can be viewed at: http://www.unimelb.edu.au/unisec/privacy/studentinfo.html. This website provides detailed information about the contact details, complaints procedures and other aspects of the University’s privacy regime.