

## UNDERGRADUATE ASSESSMENT COVER SHEET

Name:	Student ID Number:
Email (unimelb):	Phone:
Subject Number and name:	Due date:
Name of Tutor:	Tutorial/Seminar Time and Day:
Assignment Title:	
Exact Length of Assignment (Please use Word Count):	

### IMPORTANT:

- **SUBMIT BY DUE DATE VIA THE SUBJECT'S LMS SITE – this is your receipt for submission**
- **Please hand in any hard copy assignments required for your subjects by following the instructions provided to you by your Subject Coordinator/ Tutor via the LMS or in Class**
- **ASSIGNMENT EXTENSION FORMS ARE AVAILABLE FROM <http://arts.unimelb.edu.au/culture-communication/students>**

### ACADEMIC MISCONDUCT

**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. These works may be in print and/or electronic media. **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. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of academic misconduct. Examples of misconduct include:

- Copying directly (or allowing to be copied) paragraphs, sentences, a single sentence or significant parts of a sentence
- Copying ideas, concepts, research results, statistical tables, text or any combination of these
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained
- Cutting or pasting statements from multiple sources or piecing together work of others and representing them as original work
- Presenting as independent, work done in collaboration with other people (eg, another student, a tutor)
- Submitting, as one's own, all or part of another student's original work
- Preparing an original and correctly referenced assignment and submitting part or all of the assignment twice for separate subjects or marks

Please refer to the following link for further information: <http://academicintegrity.unimelb.edu.au/>

Where a student is suspected of plagiarism or collusion by an examiner, the following procedures will apply in compliance with the University's student discipline statute 13.1:

The School's Graduate Academic Misconduct Committee will provide written notice to the student of the allegation within fourteen days. The student must give notice of his/her intention to respond to the allegation within ten days of receiving the allegation notice and the Chair must convene a hearing within twenty-one days of the student's receipt or deemed receipt of the allegation notice [see statutes 13.1.10 (7)-(9)]. The committee must either dismiss or uphold the allegation of academic misconduct. A student may appeal against the decision upholding an allegation of academic misconduct or may appeal against the penalty imposed. An appeal may be lodged on a number of grounds. These are listed in Statute 13.1.13 (2). In all cases where a penalty is applied to a student, written notification will be sent by the Chair of the School's Graduate Academic Misconduct Committee to the Academic Registrar's office and to the office of the Dean, Faculty of Arts of the penalty which will be recorded on the student's file, held centrally and at faculty level, as per Statute 13.1.18.

***I declare that this is a true hard copy of my own original work as submitted through Turnitin, and has not been submitted for any other subject:***

Signature:

Date:

# ASSESSMENT FEEDBACK

**COMMENTS:**

**GRADE:**