

Assignment to be submitted to Course Co-ordinator: _____

Please note: All fields must be filled in including your signature; otherwise your assessment piece may not be processed.

COURSE INFORMATION

Course title		Course code	
Course co-ordinator's name			

STUDENT INFORMATION

Student number		Student name	
Phone number		Email address	

Instructions for submission are found in the course descriptor. Also please note the following:

- Assignments with cover sheets not signed at the bottom will be returned unmarked and may then incur a penalty for late submission; and
- No plastic covers are to be used.

ASSESSMENT INFORMATION

Assignment details (title)			
Tutor's name & Tutorial day & time			
Campus/ Provider			
Lecturer's name			
Due date		Submitted on	

Important: Please read page 2 of this document before signing the student's statement

PLAGIARISM

The Faculty of Health and the University regard as a very serious matter the action of a student who acts dishonestly or improperly, including plagiarism or cheating, in connection with his or her academic work. Under University Regulation 6.1.1 "Plagiarism" is defined as "...the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons". Plagiarism may take many forms including:

- direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- paraphrasing someone else's words without acknowledging the source;
- using facts, information, ideas, concepts or diagrams derived from a source without acknowledging them;
- producing assignments which should be the student's own independent work, in unauthorised collaboration with and/or using the work of other people (e.g. a student or tutor, or working in pairs or groups and producing similar assignments on individual assessment tasks
- not referencing accurately (e.g. not citing correctly the work you have actually read or drawn on).

OTHER UNACCEPTABLE BEHAVIOUR

- stealing and later using other students' work (e.g. taking discs, picking up other's marked assignments)
- recycling your own work / assignments or "double dipping" (e.g. re-submitting whole or significant parts of assignments across courses, across years or across programs)
- Assisting plagiarism - which may involve a student lending work (or by posting it on the Internet for sale) which is intended for submission for assessment, or which has already been submitted, so that it can be copied in part or whole and handed in by another student as that student's own work.

Students are warned against making assignments etc. available to others, as they then could be regarded as a contributor to plagiarism and may be penalised as if they themselves had committed an act of plagiarism.

Students are expected to be proficient with referencing and must always acknowledge any sources for work that is not their own. Inadequate referencing of cited materials is considered to be plagiarism.

Details of referencing can be found on the following University web address:

<http://www.ballarat.edu.au/current-students/learning-and-study/resources/general-guide-for-the-presentation-of-academic-work> or

[https://www.ballarat.edu.au/data/assets/pdf_file/0008/43379/avoiding-plagiarism.pdf#search="avoiding%20plagiarism](https://www.ballarat.edu.au/data/assets/pdf_file/0008/43379/avoiding-plagiarism.pdf#search=)

Student's Statement

I have read and understood the information provided on this assignment cover sheet relating to plagiarism and other unacceptable behavior and therefore declare that the attached work is entirely my own, except where work quoted is duly acknowledged in the text, and that this work has not been submitted for assessment in any other course or program.

Note: If you have used Turnitin please attach results.

Signature		Date	
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