

**ICT336 ASSIGNMENT COVER SHEET
SEMESTER 1, 2004**

Assignment Number: ☐ 1 ☐ 2 ☐ 3 (please tick)

Surname: _____

Given Names: _____

Student Number: _____

Tutor's Name: _____

Assignment Due Date: _____ **Date Submitted:** _____

* Extensions are granted only on very special circumstances, and must be approved by the Unit Coordinator BEFORE the due date. Attach all copies of approval given by Unit Coordinator with this cover sheet.

Your assignment should meet the following requirements. Please confirm this (by ticking boxes) before submitting your assignment.

- ☐ Assignment is presented on A4 size paper and is neatly collated.
- ☐ Writing is clearly legible or has been printed.
- ☐ Pages have been firmly stapled.
- ☐ Computer disk (if required) has been checked for virus.
- ☐ Computer disk (if required) is firmly attached to the assignment.
- ☐ I have kept another copy of this assignment.
- ☐ Declaration on "Dishonesty in Assessment" in the next page is signed and attached.

The unit coordinator may choose to use your submission as sample solutions to be viewed by other students, but only with your permission. Please indicate whether you give permission for this to be done.

- ☐ Yes, I am willing to have my submission without change be made public as a sample solution.
- ☐ Yes, I am willing to have my submission be made public as a sample solution, as long as my submission is edited to remove all mentions of my identity.
- ☐ No, I am not willing to have my submission made public.

Student's signature: _____

OFFICE USE ONLY	Marked by	Marks/Grades
Date received	Date marked	

Declaration

Dishonesty In Assessment

(From University Handbook Section 1, Assessment and Academic Progress and <http://wwwcomm.murdoch.edu.au/handbook/geninfo/assessment.html>)

4.1 The University regards most seriously any acts of dishonesty relating to assessment. Cheating includes plagiarism, unauthorised collaboration, examination misconduct and theft of other students' work. Acting unfairly or dishonestly in assessment is defined as misconduct under the Student Discipline Statute, and, depending on the seriousness of the case, can lead to a requirement to undertake additional work, failure in a unit or in a part of it, suspension from the University or even permanent expulsion from the University. (Attached is a schedule of penalties, and of aggravating and mitigating factors, which has been approved by Council.) The University regards any form of cheating as a serious matter of academic dishonesty which threatens the integrity of the assessment processes and awards of the University, to the detriment of all other students and graduates of the University.

4.2 Plagiarism constitutes using the work of another without indicating by referencing (and by quotation marks when exact phrases or passages are borrowed) that the ideas expressed are not one's own. Students can use the ideas and information from other authors, but this use must be acknowledged. It is also not acceptable to submit an assignment which is simply a paraphrasing of extracts from other authors: the work submitted must include some intellectual contribution of the student's own. The Foundation units in particular assist students in identifying plagiarism, which may be an acceptable practice elsewhere but is not acceptable within universities.

4.3 Re submission of previously marked work — the submission of the same piece of work for assessment in two different units by the student author — is not acceptable practice if it is not acknowledged

4.4 Unauthorised collaboration ('collusion') constitutes joint effort between students, or students and others, in preparing material submitted for assessment, except where this has been approved by the Unit Coordinator. Students are encouraged to discuss matters covered in units, but when writing an assignment, computer program, laboratory report or other piece of assessed work, the recording and treatment of data and the expression of ideas and argument must be the student's own.

4.5 In an attempt to prevent dishonesty occurring, all assessment work should be submitted and returned to students only under secure conditions (e.g. in tutorials, at an office or by mail), and not left for collection in public locations where persons other than the student could remove it without authority.

4.6 All written work submitted by students for continuous assessment is required to have a cover sheet which includes a signed declaration 'except where I have indicated, the work I am submitting in this assignment is my own work and has not been submitted for assessment in another unit' or words to that effect.

4.7 Staff are required to report all cases of suspected cheating to the Unit Coordinator. If the Coordinator believes cheating has taken place, this must be reported to the Executive Dean before any penalty is imposed. Minor cases of plagiarism or collusion by students in their first year of enrolment may be dealt with by the Executive Dean, on the basis that where a penalty is in accordance with the provisions of the Student Discipline Statute, this is reported to Student Records and a brief comment added to the computer record.

4.8 Wherever action is taken against a student for dishonesty in assessment, the student must be advised and be given the opportunity to state his or her side of the story, in accordance with the provisions of the Student Discipline Statute.

I declare that I have read the conditions on "Dishonesty in Assessment" above, and I have not acted dishonestly in completing this assignment. Except where I have indicated, the work I am submitting in this assignment is my own work and has not been submitted for assessment in another unit'

Signature