SCHOOL OF
PHILOSOPHY, ANTHROPOLOGY AND SOCIAL INQUIRY
Faculty of Arts, The University of Melbourne

Assignment Coversheet

*This form must be stapled to the front of each **major** piece of written work submitted, with all sections completed and **the declaration signed**. An incomplete form may result in the delayed return of your assignment or delayed receipt of your mark for the assignment.*

Please keep a copy of all assignments before submitting them for assessment.

NOTE: You must also submit an electronic version of the assignment by midnight on the day that this paper copy is submitted, through the LMS site for the subject.

STUDENT name: _____ _____ STUDENT number: _____
Given Name Family Name

SUBJECT name: _____ SUBJECT code: _____

SUBJECT coordinator: _____

SUBJECT tutor: _____

Description of work (e.g. first major essay, final report): _____

Word Count: _____

Date due: _____ Extension granted? No ☐ Yes ☐ (signed form attached)

PLEASE NOTE: Essays submitted during the semester will be returned at your seminar/tutorial. The FINAL essay will be returned to you after the end of the semester examination period **IF** you provide a suitably sized, stamped (local postage = $1), self-addressed envelope. If you do not attach a stamped and self-addressed envelope, you will need to contact the subject coordinator to arrange a suitable time to collect the essay.

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.

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.

STUDENT DECLARATION

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).

STUDENT Signature: _____ **Date:** _____