



## ASSIGNMENT COVER SHEET

<b>Student's name</b>	(Family name)	(Given names)	
<b>ID number</b>		<b>Phone</b>	
<b>Subject title</b>		<b>Subject code</b>	
<b>Title of assignment</b>			
<b>Lecturer/tutor</b>			
<b>Is this an authorised group assignment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If this submission is a group assignment, each student must attach their own signed cover sheet to the assignment.			
<b>Has any part of this assignment been previously submitted as part of another subject/course?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Tutorial day &amp; time</b>			
<b>Due date</b>	<b>Date submitted</b>		

All work must be submitted by the due date. If an extension of time to submit work is required, a special consideration application must be submitted before the assignment submission date.

**Has an extension been approved?**     Yes     No    **If yes, please give the new submission date** ...../...../.....

Please note that it is your responsibility to retain copies of your assessments.

***Intentional plagiarism will be regarded as cheating under the OIHE Academic Integrity Policy.***

*Academic Misconduct*

Academic misconduct refers to cheating, plagiarism and any other conduct by which a student seeks to gain an academic advantage for them or for any other person which they are not entitled to; or where this conduct unfairly disadvantages another student.

*Plagiarism*

Plagiarism is the use of someone else's ideas or words as if they were your own. Plagiarism is one form of academic dishonesty, and students are expected to avoid it by: doing their own work when independent work is required; acknowledging all sources of information and ideas; and acknowledging all group members when group assignments are required.

Where there are reasonable grounds for believing that intentional plagiarism has occurred, this will be reported to the Head of School who will consider the matter consistent with the terms of the OIHE Academic Integrity Policy.

**Student Statement:**

- I have read the Institute's Academic Integrity Policy
- I understand the consequences of engaging in plagiarism as described in this policy.
- I have taken proper care in safeguarding this work and made all reasonable effort to ensure it could not be copied.
- I acknowledge that the assessor of this assignment may for the purposes of assessment, reproduce the assignment and:
  - i. provide it to another member of Institute staff; and/or
  - ii. submit it to a plagiarism checking service; and/or
  - iii. submit it to a plagiarism checking service which may then retain a copy of the assignment on its database for the purpose of future plagiarism checking.
- I certify that I have not plagiarised the work of others or participated in unauthorised collaboration when preparing this assignment.

*Signature* ..... *Date*.....

**Privacy Statement**

The information on this form is collected for the primary purpose of assessing your assignment. Other purposes of collection include recording your plagiarism and collusion declaration, attending to course and administrative matters and statistical analyses. If you choose not to complete all the questions on this form it may not be possible for the OIHE to assess your assignment.