MONASH UNIVERSITY
SCHOOL OF LANGUAGES, CULTURES AND LINGUISTICS
ASSESSMENT COVER SHEET

Student's name	(SURNAME)	(Given names)
Student's I.D. number		
Unit code	**Unit name**	
Name of lecturer/tutor		
Due date	**Date submitted**	

All work must be submitted by the due date.   If an extension of work is granted this must be specified with the signature of the lecturer/tutor. Please note that it is your responsibility to retain copies of your assignments.

Extension granted until (date)   ....   Signature of lecturer/tutor ....

If there are no substantial factors to indicate that plagiarism was accidental or unintentional, plagiarism will be treated as cheating in terms of Monash Statute 4.1 – Discipline.
Plagiarism: Plagiarism means to take and use another person's ideas and or manner of expressing them and to pass these off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students or the Internet – published and unpublished works.
Collusion: Collusion is the presentation of work which is the result in whole or in part of unauthorised collaboration with another person or persons.
For further information see the university's Plagiarism Policy at:
http://www.adm.monash.edu.au/unisec/academicpolicies/policy/plagiarism.html
Where there are reasonable grounds for believing that plagiarism or collusion has occurred, this will be reported to the Chief Examiner, who will disallow the work concerned by prohibiting assessment or refer the matter to the faculty manager.

Tick this box if this submission is a group assignment ☐
Each student must attach their own signed cover sheet to the assignment.

Student's Statement:
- I have read the university's statement on cheating and plagiarism, as described in the Student Resource Guide (refer http://www.monash.edu.au/au/pubs/handbooks/srg/srg-119.html)
- This assignment is original and has not previously submitted as part of another unit/subject/course,
- I have taken proper care of 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 to another member of faculty; and/or
    - ii.   Communicate it to the university's plagiarism checking service (which may then retain a copy of the assignment on its database for the purpose of future plagiarism checking).
- I understand the consequences for engaging in plagiarism as described in University Statute 4.1. Part III – Academic Misconduct (refer http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html#Heading102)
- I certify that I have not plagiarised the work of others or participated in unauthorised collusion 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 Monash University to assess your assignment. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer:
privacyofficer@adm.monash.edu.au

TO BE COMPLETED BY STUDENT

	For Office Use Only
Name: ……………………………………………………………………	
Unit code and title: …………………………………………………………	
Lecturer/Tutor: …………………………………………………………..	