



ASSIGNMENT COVER SHEET

STUDENT DETAILS

Student Name: _____ Student ID: _____

COURSE DETAILS

Course Code and Course Name: _____

Lecturer's Name: _____

Tutor's Name (Essential Information): _____

ASSIGNMENT DETAILS

Title: _____

Due Date: _____ Date Submitted _____

Word Count (if required): _____

Note: An assignment submitted at the end of the semester cannot be returned in class. If you want such an assignment to be returned to you after it has been assessed, you must attach a stamped (\$1.50), self-addressed envelope (A4) to the assignment. We regret that, if you do not do this, your assignment will not be returned.

DECLARATION

- I have read and understood the rules relating to plagiarism and related forms of cheating as set out over the page. I understand that providing only a reference when directly quoting work, without using a quotation marks or indentation, still constitutes plagiarism.
- This submission is a final version and not a draft. It is entirely my own work and it does not include any plagiarised material. It has not been submitted for any other course.
- I give permission for this work to be photocopied, scanned and electronically submitted to check for plagiarism.
- I have kept a photocopy or electronic copy of this assignment that I can produce on demand.
- I understand that markers will refuse to assess any piece of work that does not have an approved University of Adelaide Coversheet.

Signed: _____ Date: _____

(Please see overleaf for Academic Honesty Policy)

UNIVERSITY POLICY ON ACADEMIC DISHONESTY

(Excerpts from the Academic Honesty and Assessment Obligations for Coursework Students Policy & Coursework Students: Academic Dishonesty Procedures)

2. ACADEMIC HONESTY

Responsibility: Each individual student

All academic dishonesty is unacceptable. You must not submit for assessment any examination or piece of work that has been completed dishonestly, including through any of the means described below.

Work includes words, music, computer code, data, calculations, artistic and architectural works, photographs, film, video, digital or electronic media designs or ideas.

2.1 Examples of academic dishonesty in assessments other than examinations

For assessments other than examinations, examples of academic dishonesty include, but are not limited to, the following:

- a. **Plagiarism**, which includes:
 - i. presenting work that is not your own in any format, without appropriate attribution or reference to the original source
 - ii. paraphrasing or copying work that is not your own, without due acknowledgement by way of reference to the original work
 - iii. adopting the ideas of others, or the structure of an existing analysis, without due acknowledgement by way of reference to the original source.The work of others may be submitted only when use of the work is appropriate and duly acknowledged.
- b. **Collusion**, which includes:
 - i. inappropriately assisting other students in the production of an assessment task
 - ii. accepting inappropriate assistance in the production of an assessment task
 - iii. submitting work which is the same or substantially similar as another student's piece of work for the same assessment task.Work created with the assistance of others may be submitted only when the Course Coordinator has given prior permission for joint or collaborative work to be submitted, as specified in the Course Profile.
- c. **Cheating**, which includes:
 - i. submitting any fabricated or falsified data or results of laboratory, field or other work as if they were genuine
 - ii. submitting a piece of work with the intention of deceiving the assessor about your contribution to the work
 - iii. submitting a piece of work written or answered for you by another person or which you have copied from another person
 - iv. submitting the same or substantially similar or substantially the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes
 - v. falsely indicating that you have been present at an activity where attendance is required
 - vi. completing an assessment task outside the conditions specified for that task.

2.3 Allegations and penalties for academic dishonesty

2.3.1 All allegations of academic dishonesty will be dealt with (and penalised where substantiated) in accordance with the [Academic Dishonesty Procedures](#). A summary of the penalties which may be applied under these procedures is as follows:

- a. If a case of academic dishonesty is determined to be the result of genuine misunderstanding, the penalty may be:
 - i. a deduction of up to 10% of marks for inappropriate referencing or unfair academic benefit (if the work has been marked), or
 - ii. a mark or re-mark of the work as it stands, taking into account the inappropriate referencing and/or unfair academic benefit, or
 - iii. a requirement that the student re-write with appropriate referencing and re-submit the work, or (if the assessment task was an examination) to sit a supplementary examination.

The student will also:

- i. receive a written warning that subsequent breaches will not be treated as the result of a misunderstanding, AND
 - ii. have the warning recorded in the Faculty Academic Dishonesty Register maintained by each Faculty's Associate Dean (Learning and Teaching) or equivalent, AND
 - iii. be directed to appropriate education resources to improve their academic skills, such as referral to the Centre for Learning and Professional Development.
- b. Where it is determined that there is no misunderstanding, the penalty for the first formal breach is:
 - i. a mark of zero for the assessment task, AND
 - ii. a record in the Central University Academic Dishonesty Register.If it is determined that there are extenuating circumstances, the decision-maker may permit the student:
 - i. to re-submit the task, or (if the assessment task was an examination) to sit an additional examination and may also
 - ii. limit the mark for the re-submitted assignment or resat examination to no more than 50% of the maximum possible mark for the assessment task.
 - c. The penalty for a second formal breach is:
 - i. a mark of zero for the assessment task, AND
 - ii. a Fail for the course, AND
 - iii. a further record in the Central University Academic Dishonesty Register.
 - d. The penalty for any subsequent formal breach is:
 - i. a mark of zero for the assessment task, AND
 - ii. a Fail for the course

AND the matter may be referred to the Deputy Vice-Chancellor and Vice-President (Academic) for further action in accord with the [Rules for Student Conduct](#). This may result in a penalty of suspension or expulsion from the University and/or a fine.

2.3.2 Where the student's alleged behaviour is of a kind that prejudices the interests of other students or the integrity of the assessment scheme itself, the breach may be referred to the Deputy Vice-Chancellor and Vice-President (Academic) for action in accord with the [Rules for Student Conduct](#). This may result in a penalty of suspension or expulsion from the University and/or a fine, in addition to a mark of zero and/or a Fail for the course.

3. ADDITIONAL OBLIGATIONS FOR SUBMISSION OF ASSIGNMENTS

Responsibility: Each individual student

- a. You must include the completed assessment cover sheet, in the format specified for your course, that certifies that the work is your own and that all cited works have been acknowledged.
- b. You must submit your assessment task in accord with the specified deadline, format and lodgement instructions, except as provided in the [Alternative Arrangements/Supps Policy *under development*]
- c. Penalties for late or incorrect submission, or for inaccurately stating the word count of the submitted assignment, may be applied as specified in the relevant Course Profile.
- d. Deliberate attempts to deceive about lodgement times or word count will result in a penalty of a mark of zero for the assignment.

Students are expected to read and understand the full version of the **Academic Honesty and Assessment Obligations for Coursework Students Policy & Coursework Students: Academic Dishonesty Procedures** which can be accessed from <http://www.adelaide.edu.au/policies/230/>