

Cover sheet for Group Assignments {All Group Members are required to fill in ALL boxes}

DECLARATION:

I declare that this submission is my own work and does not involve plagiarism or collusion. I give permission for my assignment to be scanned for electronic checking of plagiarism

Name	Student ID	Signature
Subject Name:		Assignment No:
Lecturer Name		Date:

**If there is insufficient room for names please turn over*

Is the submission on time? [tick as appropriate]	Yes	No
If not on time, have you or one of your group submitted an application for supplementary assessment or extenuating circumstances covering this work? [tick as appropriate]	Yes	No Maximum mark is 50%P
If above, how many days late is this submission?		

KEEP A COPY

Please be sure to make a copy of your work before you submit it. If you have submitted assessment work electronically make sure you have a backup copy. On rare occasions an assignment gets lost in the system. In such a case you must be able to provide another copy.

PLAGIARISM

Plagiarism is the presentation by a student of an assignment that has been copied in whole or in part from another student's work, or from any other source (eg published books or periodicals or internet sites) without proper acknowledgement in the text.

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 part of unauthorised collaboration with another person or persons

CONSEQUENCES OF PLAGIARISM AND COLLUSION

In any case where a student has been involved in plagiarism or collusion, this will be reported to the Head of School. It may be reported to Student Administration and recorded on the student's academic file.

In any case where a student has been involved in plagiarism or collusion in an assessable task the marks awarded for that task will be zero, and no substitution of an alternative task will normally be permitted.

In any case in which a student has been involved in plagiarism or collusion the Head of School may refer it to the Departmental Assessment Committee under the terms of Statute Chapter XII.

Where an allegation is substantiated, penalties may include exclusion from the University or a substantial fine