

## STUDENT DETAILS

Student ID		Surname		First Name	
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Group assessment?    Y     N     For group assessment, each student must attach their own signed coversheet to the assignment

## ASSESSMENT DETAILS

Unit Code		Unit Title	
Assignment Title			
Lecturer name		Tutor's name	
Tutorial Day		Tutorial Time	
Due Date		Date Submitted	

## EXTENSION OF WORK

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

Extension granted until (date)		Lecturer / Tutor signature	
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## *Plagiarism and Collusion are methods of cheating for the purposes of Monash Statute 4.2 – Discipline.*

**Cheating means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.**

**Plagiarism:** Plagiarism means to take and use another person's ideas 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 This includes material from any source – published and unpublished works, staff, students or the Internet.

**Collusion:** Collusion is the presentation of work which is the result in whole or in part of unauthorised collaboration with another person or persons.

Where there are reasonable grounds for believing that plagiarism/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. For further information see:

<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>

**Client/Patient Confidentiality:** Where a patient/client case study is undertaken informed consent from the individual/s studied must be obtained. Care must be taken to ensure confidentiality is maintained at all times. Failure to obtain a signed, original [Consent Form](#) or other unethical behaviour in the performance of a case study (such as putting the subject's real name on the report, or otherwise breaking confidentiality) will result in a mark of zero being given for the assignment. Consent form templates are available at: <http://www.med.monash.edu.au/current/student-forms.html>

### Student's statement:

- I have read the university's Plagiarism Policy and Procedures [<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>.] and the information on this form.
- I understand the consequences of engaging in plagiarism and collusion as described in [University Statute 4.1. Part III – Academic Misconduct](#) [<http://www.monash.edu.au/pubs/calendar/Statutes/Statute04.html#Heading110>].
- I have taken proper care of safeguarding this work and made all reasonable effort to ensure it could not be copied.
- I have adhered to the requirements regarding Client/Patient confidentiality.
- 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. 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, and that this assignment is original and has not been submitted previously as part of another unit/course.
- I have retained a copy of my work.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* delete (iii) if not applicable

**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 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 on [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)