



## Assignment and Report Cover Sheet

1. Complete all of the details below and sign.
2. **No assignment will be accepted unless this form is completed in full, signed and dated.**
3. Hand this in to your lecturer in person or to ACBT reception or submit it electronically together with your assessment

<b>STUDENT ID NUMBER:</b>	<b>NAME OF STUDENT: (PRINT CLEARLY)</b>
	FAMILY NAME <span style="float: right;">OTHER NAME(S)</span>
<b>UNIT CODE / UNIT NAME:</b>	<b>NAME OF LECTURER:</b>
<b>TITLE/TOPIC OF ASSIGNMENT:</b>	
<b>"I certify that the attached assignment is my own work and that any material drawn from other sources has been fully acknowledged".</b>	
<b>Signed:</b>	<b>Date:</b>

### PENALTIES FOR LATE ASSIGNMENTS

1. If a student is unable to submit a within-semester assessment task (i.e. assignment) on or by the due date, the penalty will be 5% per working day. The mark will be zero after 5 working days. An exception may be granted if the student applies for an extension and provides an *Explained Absence* form together with:
  - Medical certificate (signed by lecturer and given to the Welcome Centre by student), or
  - Written explanation (signed by lecturer and given to the Manager Student Services by student), in the case of personal circumstances which have the potential to significantly affect the performance of the student.
2. Evidence must be submitted within 3 days ( By hard copy or an email to the Manager Examinations /Lecturer is also recommended).
3. Lecturers will undertake to provide feedback within 2 weeks of due date.

### ACADEMIC MISCONDUCT AND PLAGIARISM

Academic misconduct of any form is unacceptable. Academic misconduct includes, but is not limited to:

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| <ul style="list-style-type: none"> <li>• Plagiarism</li> <li>• Unauthorised collaboration;</li> <li>• Cheating in assessments</li> </ul> | <ul style="list-style-type: none"> <li>• Fraudulently submitting work of another person</li> <li>• Theft of other students' work</li> <li>• Any other fraudulent practices</li> </ul> |
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**"Plagiarism"** means to knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. This includes, but is not limited to:

- Paraphrasing text without adequately stating the source;
- Paraphrasing text inadequately with acknowledgment of the source;
- Copying another student's work; and
- Copying of visual representations (cartoons, line drawings, photos, paintings and software code)

**All forms of cheating, plagiarism or collusion are regarded seriously and may result in penalties including loss of marks, exclusion from the unit or cancellation of enrolment. Lecturers submit assessments into Turnitin – a programme which scans and records your work to match it against electronic works of others on the internet. Further information see: Assessment Policy and/or the Student Misconduct Policy at:**

<http://www.acbt.net/policies>

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### ASSIGNMENT RECEIPT BY LECTURER / RECEPTIONIST

*To be completed by the student as proof of submission.:*

<b>UNIT TITLE:</b>	<b>NAME OF STUDENT:</b>
	FAMILY NAME <span style="float: right;">OTHER NAME(S)</span>
<b>LECTURER'S/RECEPTIONIST'S SIGNATURE:</b>	<b>NAME OF LECTURER / RECEPTIONIST:</b>
<b>DATE:</b>	<b>TOPIC OF ASSIGNMENT:</b>