

Assessment Cover Sheet – Sociology

Office use only

Surname:	_____	Given Names:	_____
Student ID:	_____	Contact Phone Number:	_____
Unit Code:	_____	Unit Title:	_____
Tutorial Day:	_____	Tutorial Time:	_____
Tutor's Name:	_____		
Assignment Title:	_____		
Date Due:	_____	Date Submitted:	_____
Approx. No. of Words:	_____	Group Assignment:	Yes <input type="checkbox"/> / No <input type="checkbox"/>

All work must be submitted by the due date.

For all assignments of 1,000 words or more handed in after the due date and without an agreed extension, a five percent penalty applies for the first day of the missed deadline. After that, a subsequent penalty of 2% per day will be applied for the next thirteen calendar days after the due date (including Saturdays and Sundays). No assignment can be accepted after more than fourteen calendar days except in exceptional circumstances and in consultation with your lecturer or tutor. If students face a significant illness or serious issue, it may be that [Special Consideration](#) is warranted.

If an extension of work is granted this must be specified with the signature of the lecturer or tutor.

Extension granted until: _____ Tutor's Signature: _____

If you would like written feedback for your end of semester assessment eg research essay, then please tick the box and provide an A4 self-addressed stamped envelope stapled to your assessment.

NOTE: It is your responsibility to keep a copy of your essay

If there are no substantial factors to indicate that plagiarism was accidental or unintentional, plagiarism will be treated as cheating for the purposes of Monash Statute 4.1 – Discipline

Plagiarism: Plagiarism means to take and use another person's ideas or work and pass these off as one's own by failing to give appropriate acknowledgement. This includes material from any source – published and unpublished works, staff or students, the Internet.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 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 the university's Plagiarism Policy at <http://www.adm.monash.edu.au/execserv/policies/Academic-Policies/policy/plagiarism-and-cheating.html>

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 allow the submission of 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 9905 6011.

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:
 - Provide to another member of faculty; and/or
 - 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#Heading110>)
- I certify that I have not plagiarised the work of others or participated in unauthorised collusion when preparing this assignment.

Signature: _____ Date _____