

Family Name:		First Name:	Student ID Number:
Unit Code:	Unit Title:		
Assignment Title / Reference:			
Name of Course Coordinator:		Tutorial Group (Day & Time) if applicable:	
Date Submitted:	Student Contact Telephone No./Student Email Address		

PLAGIARISM AND COLLUSION

Plagiarism is 'a practice that involves the using of another person's intellectual output and presenting it as one's own'. This includes the presentation of work that has been copied, in whole or part, from other sources (including other students' work, published books or periodicals, or unpublished works or unauthorised collaboration with other persons), without due acknowledgement.

CONSEQUENCES OF PLAGIARISM AND COLLUSION

A student found guilty of plagiarism will be subject to one or all of the following:

Referral to Course Coordinator for: counseling; submission of additional work; the placing of a record of the alleged infringement on the student's file; issuing of a written warning; re- submission of work for assessment or the undertaking of another form of assessment such as an oral or unseen examination; allocation of a NYC grade to part or all of the assessment; allocation a NYC grade to the unit.

Referral of the matter to the Director of Education for: suspension from the course or other official disciplinary action.

STUDENT DECLARATION

I DECLARE THAT THIS ASSESSMENT TASK IS ORIGINAL AND HAS NOT BEEN SUBMITTED FOR ASSESSMENT ELSEWHERE.

I DECLARE THAT THIS ASSESSMENT TASK IS MY OWN WORK AND DOES NOT INVOLVE PLAGIARISM OR COLLUSION.

I GIVE MY CONSENT FOR THE ELECTRONIC VERSION TO BE EXAMINED BY RELEVANT PLAGIARISM SOFTWARE PROGRAMS.

I HAVE MADE A PHOTOCOPY OR ELECTRONIC COPY OF MY ASSIGNMENT, WHICH I CAN PRODUCE IF THE ORIGINAL IS LOST FOR ANY REASON.

SIGNED: _____

DATED: ____/____/____

HOW TO SUBMIT YOUR ASSESSMENT TASK

1. Electronically (Scanned Copy) to: **lodgements@ofm.edu.au** by the DUE DATE.
2. Originals to: **P.O. Box 303 Horsley Park 2175** within 7 days after the due date.

Note: Penalties apply for late lodgement.

MARKING AND RESULTS OF YOUR ASSESSMENT TASK

Your assessment tasks will be marked within **28 days of submission** and you will be advised of your results and feedback by email.

Staff in the administration office are **NOT** responsible for returning work to students.