

Assignment Cover Sheet

2006

Family Name: _____

PRINT IN CAPITAL LETTERS

Given Name: _____

Student Number: _____

User Name (Email): _____

Course Code: BSA _____

Assignment Number: _____

Declaration

The assignment details and the final submission is my own work, and these have not been shown to any other student, either in electronic or written form.

Signed: _____ Date: ____/____/2005

*** If this is a group assignment, please use the "Group Assignment Cover Sheet" ***

What is 'my own work'?

Practical assignments are used by the School for reinforcing taught material and as a major component of your personal assessment. It is a requirement that work you hand in for assessment is substantially your own. This document provides some guidelines as to the meaning of the phrase 'my own work' in the School of Information Systems.

Working with others

One of the best ways to grasp principles and concepts is to discuss the issues with your peers and/or friends. You are encouraged to do this. We also encourage you to discuss aspects of practical assignments with others. However, once you have clarified the principles, you must express them in writing or electronically entirely by yourself.

If you feel that you have collaborated extensively with others, beyond the guidelines above, then you should write an acknowledgment on the assignment cover sheet. Such a statement will be taken into account when your work is assessed.

Cheating

Examination conditions are designed to eliminate the possibility of cheating. Practical assignments are more open to attempts at cheating, especially those which are prepared electronically.

Cheating occurs if you claim work as your own when it is substantially the work of someone else. Cheating is an offence under the *Ordinance of Discipline* within the University. Additionally, the computing profession has ethical standards in which cheating has no place.

Cheating involves two or more parties. If you allow written work, computer listings or disks to be borrowed or copied by another student you are an equal partner in the act of cheating. You should also be careful to ensure that your work is not left in a situation where it may be stolen by others. Confidential waste bins are provided in the laboratory for safe disposal of your unwanted paper.

Where there is a reasonable cause to believe that a case of cheating has occurred, this will be brought to the attention of the unit lecturer. If the lecturer considers that there is *prima facie* evidence of a cheating incident, then no marks will be given to any of the students involved. The case will be referred to the Head of School for consideration of further action.

In a serious or persistent case, a complaint, alleging a University Offence, may be laid before the Discipline Committee which has the power to cancel a student's enrolment.