

# VET Assessment Cover Sheet

This Cover Sheet must be completed and attached to assessments before submission.

Please complete all sections.

Full Name:		Student ID Number:	
Unit Title:		Unit Code:	
Assessment Title / Reference:			
Name of Teacher:		First submission or resubmission (please tick)	
		First	Resubmission
Mode of submission (e.g. email, dropbox, postal etc)		Date Submitted:	

## 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been copied, in whole or part, from other sources (including other students' work, published books or periodicals, or unpublished works or unauthorised collaboration with other persons), without due acknowledgement.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 to have plagiarised material will be subject to one or all of the following:  
**Referral to Course Coordinator/Team Leader for:** direction in regards to further submission, use of available support services such as Learning Hubs; and/or recording the alleged infringement on the student's file.  
**Referral of the matter to the Manager for:** issuing of written warning; re-submission of work for assessment or the undertaking of another form of assessment such as an oral or unseen examination; allocating a not competent result for the unit.  
**Referral of the matter to the Dean for:** suspension from the course; official disciplinary action by the University Disciplinary Committee.

## STUDENT DECLARATION

I declare that this assignment is my own work and does not involve plagiarism or collusion.			
I give my consent for any electronic version to be examined by relevant plagiarism software programs.			
I have a copy or electronic copy of my assignment, which I can produce if the original is misplaced.			
Signature:		Date:	

An electronic copy of this Assignment Cover Sheet is available from Student Forms:

<https://www.vu.edu.au/current-students/your-course/forms>

For more on plagiarism: <https://www.vu.edu.au/library/get-help/referencing/referencing-guides>

For assessment support contact Learning Support: [learning.support@vu.edu.au](mailto:learning.support@vu.edu.au) or visit a Learning Hub, located in every campus library: <https://www.vu.edu.au/current-students/campus-life/advice-support/learning-advice/learning-hubs-study-advice-career-guidance>