



THE INSTITUT PRIMA BESTARI
SCHOOL OF BUSINESS AND LAW
ASSIGNMENT AND PROJECT COVER SHEET

Subject code: _____ Subject title: _____

Assignment number and title: _____ Due date: _____

Lab/tute group: _____ Tutor: _____ Lecturer: _____

Surname: _____ ID Number: _____

First names: _____

To be completed if this is an individual assignment

I declare that this assignment is my individual work. I have not worked collaboratively nor have I copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part been written for me by another person.

Signature: _____

To be completed if this is a group assignment

We declare that this is a group assignment and that no part of this submission has been copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part been written for us by another person.

ID Number	Name	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Marker's comments:

Total Mark: _____

Marker's Signature: _____

Extension certification:

This assignment has been given an extension and is now due on _____

Signature of Convener: _____



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Submission:

Assignments, with or without disks, must be submitted in an A4 envelope with the "assignment and project cover sheet" **attached securely to the front**. (The cover sheet must be able to be date-stamped without being opened.) A slot for submission of assignments is located on Level 6 of the Engineering Building.

Assignments or projects not submitted with the cover sheet will not be marked.

Late penalties:

Assignments or projects which are submitted after the due date and time will attract a penalty of 10% of the total marks available per working day late, up to a maximum of five working days. Assignments submitted after five working days will be graded with zero marks.

Extensions:

Extensions will only be granted in exceptional circumstances on medical or compassionate grounds. **Extensions must be applied for in advance of the assignment's due date** and the convener of the appropriate subject must sign the extension certificate on the assignment cover sheet.

Assessment Irregularity:

Cheating and plagiarism, i.e. the action or practice of taking and using as one's own the thoughts, writings or other work of someone else with the intent to deceive, constitute irregularities as described in the SUT handbook. Such actions are a major infringement of the University's academic values and will be dealt with severely. Students are referred to the *Procedures Relating to Student Assessment and Appeals* for further details.

Plagiarism and/or cheating occurs when:

- * a computer program or part of a program, substantially written by someone else (either another student, a previous student, the author of a publication or some other person) is presented as one's own work;
- * paragraphs, and even sentences in essays which are written by someone else, are not enclosed in quotation marks, and accompanied by full reference to source;
- * the work of someone else is paraphrased, and is not appropriately attributed and referenced.

Group Work:

By signing the cover sheet, group members are indicating that they agree that each member of the group made a fair and reasonable contribution to the assignment or project. In cases of doubt or dispute, individual members of the group may be required to undergo an oral examination regarding their contribution to the assignment or project.