

## Remote Submission of Open Assessment

### Postal Submission

If you are submitting your assessment using the postal system it should be posted before 12 noon on the day of the submission deadline. You must be able to provide proof of this. One acceptable form of proof is for you to fax a Proof of Posting certificate to the Department fax, 01904 432767, before the deadline.

Please post your open assessment to:

Department of Computer Science  
(MSc Assessments)  
University of York  
Heslington  
York, YO10 5DD, UK

You should complete and sign this form, and include it with your answer.

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### Electronic Submission Available for Registered Students Only

If you are submitting using the electronic submission procedure, you must submit your assessment before 12 noon on the day of the submission deadline. You must be able to provide proof of submission, by printing a copy of the receipt which is issued on submission of the assessment. We also recommend that you print an md5 checksum for your records to verify your submission. It is your responsibility to keep proof of your submission.

All electronic submissions need to be submitted by the Department's web page:  
<http://www.cs.york.ac.uk/submit/openassess.html>

All electronic submissions must be submitted as pdf's or in postscript format. In the event of failure of the electronic submission all faults should be reported to support@cs.york.ac.uk. The Department of Computer Science cannot accept responsibility for any external systems failing which result in electronic submissions not being submitted to the published deadline. We advise you not to submit large files using a modem connection. If you are submitting multiple files please archive them in to 1 zip file to prevent multiple submissions.

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Your examination number must be written on the front of your submission and each answer page. You must not identify yourself in any other way. Please also ensure that you page number your assessment and that it is collated and stapled if you are submitting by post.

You should complete and fax this form before 12 noon on the day of the submission deadline to the Department fax, 01904 432767.

Please tick here if you are submitting your assessment electronically:

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Student Name:

Exam Number:

Module Name:

Due Date for Submission:

I have read and understood Sections 10.1 and 10.2 of the Computer Science Students' Handbook. I certify that the work presented in this open assessment is all my own, except where the work of others is explicitly acknowledged.

Signed:

Date:

## 10.1 Academic Misconduct

### *The University's Statement on Academic Misconduct:*

"Students are responsible for ensuring that their work does not contravene the University's rules on academic misconduct, which are set out in Regulation 5 (see <http://www.york.ac.uk/admin/aso/ordreg/r5.htm>). The University takes a very serious view of such misconduct and penalties will be applied to students who are found to have attempted to mislead examiners. Forms of academic misconduct include: *cheating* - deliberate failure to comply with the rules governing examinations, e.g. by making arrangements to have unauthorized access to information; *collusion* - assisting another individual to gain advantage by unfair means, or receiving such assistance yourself; *fabrication* - misleading the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that you have collected factual information which has not in fact been collected, or falsifies factual information; *personation* - producing work to be submitted as that not of yourself but of another, or assuming the identity of another individual in order to deceive the examiners, or soliciting another individual to act or appear as yourself, or to produce work on your behalf; *plagiarism* - incorporating within your work without appropriate acknowledgement material derived from the work (published or unpublished) of another. The penalties for academic misconduct will depend on the seriousness of the offence. Students found guilty of academic misconduct may, for example, have their degree class reduced, fail their degree or be asked to leave the University. If you have any queries about what constitutes academic misconduct, and in particular about the proper attribution of material derived from another's work, you should seek advice from your supervisor or tutors."

## 10.2 Plagiarism and Collusion

Plagiarism is defined in the *Collins Pocket English Dictionary* as "the taking of ideas, writings, etc. from another and passing them off as one's own". **In an academic environment this is regarded as a very serious offence.** The University's regulations state that examination candidates must not by implication or otherwise represent the work of others as their own. All sources, whether published books and articles or unpublished material of any kind, must be explicitly acknowledged, and quotations and close paraphrases clearly attributed. In addition candidates must not by implication or otherwise represent work done in collaboration with others as their own unaided work; nor may any member of the University, whether or not he/she is a candidate in the examination, knowingly allow his/her work to be used without acknowledgement by examination candidates. If an examiner suspects plagiarism, a sub-committee of the Board of Examiners will investigate the matter, including interviewing the candidate(s) concerned, and determine a mark for the submitted work, taking into account its academic worth. The penalties for plagiarism are severe. **A candidate can be suspended or excluded from the University, a lower class of degree can be awarded, the award of a degree can be withheld, or the entitlement to resit an examination can be withdrawn.** This Department's guidelines for mutual assistance and collaboration are given in section 10.3 (the relevant University Regulation is 5.4(o)), and it is your responsibility to be aware of those and to follow them. Students are encouraged to consult their supervisor if in any doubt as to the meaning of "plagiarism" or "collusion" in the context of their own work.