

**FACULTY OF SCIENCE  
SCHOOL OF COMPUTER SCIENCE**

**DATES FOR SUBMISSION OF FORMS**

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**Deadline  
for Submission**

Introductory Information Form

4<sup>th</sup> October 2016

Plagiarism

4<sup>th</sup> October 2016

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Important Notice on Allergies

**\* Please return all forms via email to [FOSAdmin@nottingham.edu.my](mailto:FOSAdmin@nottingham.edu.my).**



# Introductory Information Form

## School of Computer Science



**BSc** .....

Start Date

26 / 09 / 16

### Contact Details

**ACADEMIC TUTOR:**

Surname: .....

First Name: .....

Name Used: .....

Date of Birth: ..... Nationality: .....

Home Address: ..... Term Address: .....

.....

Postcode: ..... Postcode: .....

Tel. Number: ..... Tel. Number: .....

Mobile Number: ..... Email address:.....

'A' level passes / other entry qualifications:

Subject	Grade (if applicable)	Subject	Grade (if applicable)

### OTHER RELEVANT QUALIFICATIONS

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**PLEASE INFORM THE FACULTY OFFICE  
IF YOU CHANGE YOUR HOME OR TERM-TIME ADDRESS.**

**Changes:**

# PLAGIARISM

- It is an academic offence for a student to use another person's work and to submit it with the intent that it should be taken as his or her own.
- An academic offence of plagiarism committed in respect of the equivalent of 1 credit's worth of material or less constitutes a "minor offence". If there is any doubt whether an offence falls within this definition it must be treated as a major offence.
- An academic offence of plagiarism committed in respect of more than the equivalent of 1 credit's worth of material constitutes a "major offence".
- A second or further academic offence of plagiarism constitutes a "major offence" irrespective of the amount of work plagiarised.

## ***Notes for guidance***

Work in any year of study which is not undertaken in an Examination Room under the supervision of an invigilator (such as dissertations, essays, project work, experiments, observations, specimen collecting and other similar work), but which is nevertheless required work forming part of the degree, diploma or certificate assessment, must be the student's own and must not contain plagiarised material.

Where a student submits work in breach of guidelines previously brought to his or her attention, the inference may be drawn that this was done with the requisite intent to constitute an academic offence.

"1 credit's worth of material" is calculated by reference to the proportion of the overall assessment for the module. For example, if the assessment for a 10 credit module were to be a 4,000 word essay, "1 credit's" worth of material would be 400 words, and for an essay forming half the assessment for a 10 credit module, less than 20% of the material contributes less than the equivalent of 1 credit.

## **Cheating in Examinations**

- It is an academic offence for a student to cheat in an examination.

## ***Note for guidance***

Cheating occurs, for example, when an examination candidate copies from the examination script of another candidate, obtains any other assistance from another candidate, (or any other person), introduces into an examination room any unauthorised book (including mathematical tables), manuscripts or loose papers of any kind or any source of unauthorised information, or when any person impersonates another examination candidate or allows himself/herself to be impersonated. All offences of cheating are "major offences".

## **Fabrication of results**

- It is an academic offence for a candidate to claim either to have carried out experiments, observations, interviews or any form of research which he/she has not in fact carried out or to claim to have obtained results which have not in fact been obtained.

I ..... (Student Name in

**BLOCK CAPITALS**) have read and understood the information on PLAGIARISM.

STUDENT SIGNATURE ..... September 2016

# IMPORTANT NOTICE



- ALLERGIES:**
- If you are aware of any allergies you may have, we would advise you to make someone aware of them. You should inform Mrs Salma Abd Kadir, Faculty Manager. This information will be treated confidentially.