

# ***Academic Dishonesty and Plagiarism Policy***



*Collective Acting Studio - November 2022*



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## Academic Dishonesty and Plagiarism

### Context

As a student at The Collective Acting Studio, you are governed by the regulations laid down by the degree-awarding institution, Queen Margaret University (QMU). This includes plagiarism. Plagiarism (essentially, trying to pass off someone else's work as your own, or submitting the same work for more than one assignment) is regarded as a serious offence, for which there can be serious penalties.

### Definition

What follows is the QMU definition of Academic Dishonesty and Plagiarism:

*QMU's degrees and other academic awards are given in recognition of a candidate's individual achievement. Plagiarism, together with other forms of academic dishonesty such as impersonation, falsification of data, computer or calculation fraud, examination room cheating and bribery, considered an act of academic fraud and is an offence against the University Regulations Governing Discipline.*

*Plagiarism is defined as follows: the presentation by an individual of another person's ideas or work (in any medium, published or unpublished) as though they were his or her own. Perhaps most obviously, plagiarism can mean including another person's work within your assignment, without the use of quotation marks or acknowledgement of the source of information. The use of another person's work, by simply changing a few words or altering the order of presentation without acknowledgement also counts as plagiarism. Less obviously, it can also mean a student presenting the same assessment on a multiple of occasions.*

*In the following circumstances, academic collusion represents a form of plagiarism: academic collusion is deemed to be unacceptable where it involves the unauthorised and unattributed collaboration of students' or others' work resulting in plagiarism, which is against University discipline. Should it be suspected, then the alleged plagiarism will be dealt with through the University's processes, and could lead to a student being withdrawn from the degree course accredited by the University.*



### Support to Avoid Plagiarism

Academic staff, Library Services and Effective Learning Services staff will offer guidance and support to help you develop good academic practices and conduct your studies with academic integrity. This includes guidance on referencing and citation. Please read QMU's guide to referencing and plagiarism, available at <https://libguides.qmu.ac.uk/referencing> which will give you additional information about plagiarism and how to avoid it.

You should familiarise yourself with this guide to understand why and how to reference well and avoid risking plagiarism. For instructions on how to reference different sources in the correct referencing style (Harvard, in your case), please use the website Cite Them Right: <https://www.citethemrightonline.com>

For additional support please see the Effective Learning Service's pages for help with study skills: <https://www.qmu.ac.uk/study-here/student-services/effective-learning-service-els/how-to-avoid-plagiarism/>

If you are still in any doubt about whether you may be in danger of committing plagiarism, you should consult your Personal Academic Tutor (PAT).

### Collective Internal Procedure

At Collective Studio, any cases of suspected academic dishonesty (including plagiarism) will be brought to the attention of the Module Leader (ML) by the lecturer who has discovered it. The Module Leader will investigate the case; the student concerned will be notified of the investigation by the ML. The investigation will be based on the practice laid down in the QMU's :

The ML will decide whether a 'technical offence' has been committed (e.g. an honest attempt has been made by the student concerned to reference correctly, but has failed to do so) or whether there has been a deliberate intention to gain advantage by an act of plagiarism. If the offence is deemed by the ML to be 'technical', the ML and the lecturer who originally reported the offence will review the initial mark awarded and offer advice and guidance to the student for future assignments. If the AMO decides that the offence cannot be deemed to be 'technical' s/he will report this to the Course Leader (CL) together with a recommended penalty.



### Initial Penalties

Depending on the severity of the offence, the penalties may include the following:

- i. a formal reprimand.
- ii. failure (a mark of zero) in the element of assessment in which misconduct occurred, with a resubmission of the element permitted with the same attempt at the module. This will not count as an additional attempt, but the mark for the resubmitted element will be capped to the minimum pass mark (40%).
- iii. failure with a mark of zero for the relevant element of assessment, with no right to resubmit.

The CL will review the case with the ML and together decide on the appropriateness of the penalty. The student will be advised accordingly. Should the student wish to appeal against their judgement, the CL will convene a meeting with two other members of the Academic Board to review the case in the presence of the student. Their judgement will be final.

### Referral to QMU Procedure

Where repeated poor academic practice occurs, or there is serious case of plagiarism identified, the case will be referred QMU as per the below procedure:

<https://www.qmu.ac.uk/media/8d890b7a6f981d2/plagiarism-policy.pdf>