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# Academic Misconduct

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## Policies and Procedures – Teaching Qualifications

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bbodance 2023-24

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# 1. Introduction

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- 1.1. bbodance is committed to creating and sustaining a positive learning culture whereby students understand and engage in techniques that ensure the integrity of their research and assessment work.
- 1.2. bbodance supports any student who is unfamiliar with academic integrity by providing additional learning resources on avoiding plagiarism and citing and referencing techniques, individual feedback as part of formative assessment, and optional one-to-one support with the Head of Teaching Qualifications.
- 1.3. This policy outlines the principles of academic integrity, what constitutes academic misconduct and the procedures followed in the event of academic misconduct.
- 1.4. This policy should be read in conjunction with the Student Handbook.

# 2. Definitions

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## Academic Integrity

- 2.1 Academic integrity is an expectation that all teachers and students at bbodance act with honesty, trust, fairness, respect and responsibility within their studies as detailed within the International Center for Academic Integrity's publication [\*The Fundamental Values of Academic Integrity\*](#). A breach of academic integrity is considered academic misconduct.

## Poor Academic Practice

- 2.3 Poor academic practice involves collaboration, poor citation practice and poor practice in practical work where there is evidence that the student did not appreciate the rules of academic writing or practical assessment, or where the extent of copied material can be considered so slight that it does not justify a penalty.

# 3. Academic Misconduct

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- 3.1 Academic misconduct is any practice, action or omission which undermines academic integrity and has the potential to give an unfair advantage in assessments.
- 3.2 The work presented for assessment must be the learner's own, or the work of a project group as requested by the tutor.
- 3.3 It is the student's responsibility to ensure work submitted for assessment has academic integrity. Students must use the Harvard system of referencing detailed in the Student Handbook and as part of bbodance Study Skills, and avoid all forms of plagiarism and academic misconduct indicated below.

## Plagiarism

- 3.4 Plagiarism is the reproduction or paraphrasing, without acknowledgement, from public or private (i.e.: unpublished) material (including material downloaded from the internet) attributable to, or which is the intellectual property of, another including the work of students.
- 3.5 It is not an offence if the material is acknowledged by the learner as the work of another through the accurate use of quotation marks or citation (paraphrasing) and the provision of detailed references and a full bibliography.
- 3.6 Plagiarism may be of written and non-written form and therefore includes the unacknowledged use of:
- Choreography and music
  - Schemes of Work and Lesson Plans
  - Workshop material
  - Lecture slides or handouts
  - Presentations and presentation slides
  - Web pages
  - Webinars
  - Podcasts
  - YouTube, Vimeo or other clips
  - Diagrams, graphs, tables, maps
  - Drawings, photographs, digital images
  - Music or dance notation scores
  - Posters
  - Computer programs/software/apps
  - Mathematical/computer models/algorithms
  - Macros, spreadsheets, databases
  - Designs/models/displays of any sort
  - Works of art and artefacts

## Examples of Plagiarism

- 3.7 Examples of plagiarism include:
- Including in your own work extracts from another person's work without the use of quotation marks and without crediting the source.
  - The use of the ideas of another person without acknowledgement of the source.
  - Paraphrasing or summarising another person's work without acknowledgement.
  - Cutting and pasting from electronic sources without explicit acknowledgement of the source of the URL or author and/or without explicitly marking the pasted text as a quotation.
  - Submitting work or including extracts generated by AI tools, including ChatGPT, without acknowledgement of the source.
  - Submitting or presenting a piece of work entirely as your own when it was produced in collaboration with others, and not declaring that this collaboration has taken place (this is known as 'collusion').
  - Submitting or presenting a piece of work that was written or created by somebody else, e.g. a family member or your dance teacher.
  - Submitting appropriated imagery, choreography or teaching material without indicating the source of the work.

## Other Forms of Plagiarism

3.8 Other forms of plagiarism include:

- Assuming the identity of another student or allowing another student to assume your identity as part of an assessment (also known as 'personation').
- Impersonating another student as part of an assessment.
- Submitting or presenting a piece of work as your own that has been acquired or purchased from an individual or services that provide essays, papers, reports, presentations, posters, lesson plans, and practical material.
- Providing work to another student to submit/present as their own.
- Submitting or presenting work as original that has already been assessed by bbodance or another institution.

## Other Forms of Academic Misconduct

3.9 Other forms of academic misconduct include:

- Fabricating results from research undertaken (for example, interviews, observations and other empirical research) or misrepresenting data collected.
- Communicating 'answers' to another student or seeking 'answers' from another person during an assessment. This includes signalling prompts in response to discussion or *viva voce* questions and providing physical or verbal cues in presentations and practical teaching assessments.

## 4. Academic Misconduct Procedure

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### Formative Assessment

4.1 It is not the tutor's responsibility to check formative (draft) assessment work for plagiarism. However, if a tutor identifies plagiarism as part of formative assessment, they will indicate this to the student so that it can be addressed prior to summative assessment.

### Summative Assessment

4.2 If an assessor (first marker or moderator) identifies plagiarism in a summative assessment, they will inform the Head of Teaching Qualifications. If the Head of Teaching Qualifications is the assessor or moderator who has identified plagiarism, they will inform the Regulatory and Quality Assurance Advisor.

4.3 Plagiarised content will be highlighted in the student's work and the source of the original identified and submitted as evidence of plagiarism.

4.4 The Head of Teaching Qualifications (or designate) will verify that plagiarism is evident and that academic misconduct has occurred, and inform the student of the requirement for re-submission within 10 working days of notification.

- 4.5 The student will be provided with the annotations on their work that indicate plagiarism in order to address the misconduct for re-submission.
- 4.6 If a student continues to submit plagiarised work for summative assessment, their course registration may be terminated.
- 4.7 A student has the right to appeal against a finding of academic misconduct through the bbodance Complaints Policy & Procedure at <https://bbo.dance/policies-and-guidelines>.