

Plagiarism Policy

Emil Dale School of Performing Arts (EDSA) & Emil Dale Academy (EDA)***

****In this policy, the abbreviation of EDA will be used to cover all business streams*

1. Aims

Plagiarism is passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as it does to published sources. Copying and pasting from the web and/or other sources in order to produce a piece of work is a form of plagiarism and is unacceptable at EDA.

EDA take a serious view of plagiarism and will act to ensure that students found breaching its guidelines are dealt with severely. This action can lead to expulsion. This is in the interests of the vast majority of students who work hard for their qualification through their own efforts and is essential in safeguarding the integrity of the University of Bedfordshire's, the Knights Templar School's, and Emil Dale Academy's awards.

Tutors and examiners will routinely look out for any indication of plagiarised work and may make use of specialised detection software if appropriate. Where plagiarism is suspected, this will be investigated rigorously, and reported to an Academic Misconduct panel.

2. Scope

This policy applies to all students of Emil Dale Academy, though it is worth noting that specific rules will be in place for students on our two-year course (in affiliation with The Knights Templar School) and students on our three-year course (in affiliation with The University of Bedfordshire).

3. Policy

How to Avoid Plagiarism

All work is marked on the assumption that it is the work of the student: the words, diagrams, computer programs, ideas and arguments should be their own. However, much written work will be based on what students have read and heard and it is important that they show where, and how, their work is indebted to their own sources. Students are therefore advised as follows:

Copying

Never copy anything without explicit acknowledgement as described below under 'quoting'. This includes copying the work of other students.

Quoting

Written work should contain a bibliography/reference section at the end, where any texts used as sources for the assignment should be listed, with author, title, publisher and date.

e.g., Styan, J.L., *Restoration Comedy in Performance*, Cambridge Uni. Press, 1986

In addition to this, sources of quotations can be identified on the page:

e.g., As the character of Chris Keller in Arthur Miller's 'All My Sons' asserts, "This is the land of the great big dogs, you don't love a man here, you eat him". Miller's play, written in 1955, deals with the ...

e.g., "This is the land of the great big dogs, you don't love a man here, you eat him" (Chris Keller in 'All My Sons' by Arthur Miller, 1955)

Alternatively, quotations can be numbered and referred to a separate notes section at the back.

All citations and references should be completed in the Harvard reference style.

Paraphrasing

Paraphrasing means grasping someone else's idea or argument and then putting it into your own words. It does NOT mean copying whole sentences or phrases and replacing some words with others of similar meaning which is a form of plagiarism. Proper paraphrasing is acceptable, provided that it is acknowledged. A rule of thumb for acceptable paraphrasing is that an acknowledgement be made in every paragraph. There are many ways in which such acknowledgements can be made (eg "Smith goes on to argue that ..." or "Smith provides further proof that ..."). As with quotation, full details of the source used must be given at some point in the work.

General Indebtedness

Students should err on the side of caution if drawing ideas heavily from a few sources. In this case, the sources should be referenced and, if the ordering of evidence and argument or the organisation of material reflects one particular source, then this should be stated. When in doubt, students should seek advice from their tutor to ensure that the presentation of their work is in line with EDA requirements.

Allowing Work to be Copied

Please note that copying the work of another student is no different from plagiarising published sources. Students who plagiarise work and students who knowingly allow their work to be plagiarised will be subject to the same penalties.

Declaration

At induction, students receive and sign for the rules on academic misconduct. Any student who is unclear about the rules regarding the use and referencing of other people's work or ideas should seek advice from their tutor in advance.

Avoiding Plagiarism

Avoidance of plagiarism is a matter of being clear and explicit about all your sources, so follow these guidelines. There are standard ways of acknowledging the contributions of others, or the influence of their work on one's own, in order to avoid any suggestion of plagiarism.

Examples of acceptable and unacceptable practice

The following paragraph is taken from an editorial by David Rhind in the Journal of Information Science, 2002

Information Science is an inter-discipline:

The corollary of that is that we need to establish good communication at the individual, research group and departmental level with specialists in other disciplines. This is a strong feature of Information Science at City, especially in health, pharmaceutical, legal and geographic sectors. Rhind (2002, p.xyz).

Misplaced citation

Plagiarism Policy

01

1st July 2021

Rhind (2002) states we need to establish good "communication at the individual, research group and departmental level".

This would constitute plagiarism. The citation marks should begin with the word "we". You should check all citations carefully. The page number is also missing.

Paraphrasing with no reference

The Department of Information Science at City has excellent communication at many levels, individually, through research groups and at the departmental level.

This would constitute plagiarism. You must acknowledge your sources when you paraphrase.

Correct citation

Rhind (2002, p xyz) argues that "we need to establish good communication at the individual, research group and departmental level".

The citation is correctly referenced.

Acceptable paraphrasing

It has been argued that Information Science is a subject area that covers a number of different domains; therefore, excellent communication is needed over a number of levels - at the individual level, within research groupings and at a departmental level (Rhind, 2002, p xyz).

The paraphrase correctly refers to the article and therefore would not constitute plagiarism. However, an essay composed extensively of paraphrasing will not demonstrate any critical thinking and will not achieve high marks.

In order to avoid plagiarism, when you are writing make sure you clearly show when you are citing someone else.

For example, use the following:

· Smith (2001, p.27) acknowledges that

- As Smith (2001, p.27) states in
- According to Smith (2001, p.27)

Penalties for Plagiarism

Plagiarism is a very serious offence. If a student plagiarises another person's work, this will constitute as 'Breaching assessment expectations' in Emil Dale Academy's Disciplinary Policy. This could result in a Warning Level 3, which is a written letter and exclusion from social events and or/ participation in public performances.

Where applicable, penalties will also be applied in accordance with the University of Bedfordshire's ([academic-discipline-policy-nov-2021.pdf \(beds.ac.uk\)](#)) and Pearson's BTEC ([V727c2_BTEC_Plagiarism_factsheet.pdf \(pearson.com\)](#)) regulations where necessary. Students should be aware that repeated incidents could lead to expulsion from EDA – if in doubt student should seek advice from their Course Leader (or Dissertation Supervisor if this is for a third-year students' dissertation) or member of EDA management.

Document Review

Version Number	Date of Issue	Review Date	Author	Changes Made/ Detail
01	1 st July 2021	July 2022	Sarah Moore	First issue
02	3 rd March 2022	March 2023	Eden Tinsey	Addition of Bedfordshire University's Academic Procedure link Addition of Pearson's BTEC Plagiarism Factsheet link Additions made in Sections 1 & 2 Addition made to Penalties for Plagiarism, section also moved to end of the policy

Name	Role Within Company	Signature	Date
Sarah Moore	Business, Compliance & Strategy Manager		
Eden Tinsey	Executive Assistant to Senior Management		