

POLICY ON PLAGIARISM

For the purposes of this policy, plagiarism is considered to include, but not be limited to:

- (a) copying verbatim the work or portions of the work of another without providing the source of the work
- (b) paraphrasing the work of another, or taking an original idea of another and presenting it as one's own work, without providing the source of the work or the idea

Students at the Nova Scotia College of Art and Design are required to comply with standard academic practices in acknowledging sources in all work presented for academic credit. It is the students' responsibility to consult with faculty regarding appropriate methods of acknowledgement. Plagiarism is a serious academic offence that may result in loss of academic credit for an assignment, a mark of *F* or *No Credit* in the course and possibly suspension or dismissal from NSCAD University.

When a faculty member suspects an incident of plagiarism that faculty member will:

- (a) consult with the appropriate Division Chair or Program Director about the incident as soon as possible
- and*
- (b) inform the student in writing of a concern regarding acknowledgement of sources in their work and request a meeting with the student to discuss the matter as soon as possible

The faculty member will retain the work in question, and a final grade report for the student will not be submitted by the faculty member until the matter is resolved.

Where at the initial meeting with the faculty member, the student admits to the plagiarism in writing the faculty member may propose remedial measures, including but not limited to:

- (a) requiring that the assignment be redone
- or*
- (b) applying a grade of *F* or *No Credit* to the assignment

If the student agrees in writing to the remedial measure, the final grade report may be submitted to the Office of the Registrar and the Division Chair or Director notified of the outcome.

Where the student admits to the plagiarism but does not agree with the faculty member's proposed remedial measure, or where the student does not admit to the plagiarism, the faculty member will:

- (a) advise the Dean in writing of the alleged plagiarism;
- (b) Provide the Dean with a summary of the meeting with the student;
- (c) Provide the student with notice that the matter has been referred to the Dean and include a copy of the summary forwarded to the Dean

Where a matter has been referred to the Dean, the Dean will strike an Academic Regulations Disciplinary Committee. The Dean will notify the student in writing and by telephone of the date set for the hearing of submissions. The Dean will also provide the student in writing with the details of the alleged plagiarism, the university's procedure in such matters, and the potential consequences for the student.

Where the student has admitted to the plagiarism but the matter has been referred to the Dean for consideration of the appropriate remedial measure, the student will be given the opportunity to make submissions before the Disciplinary Committee, in accordance with Disciplinary Committee procedure, on the sole issue of the remedial measure.

Where the student has not admitted to the plagiarism, the student will be given the opportunity to make submissions before the Disciplinary Committee, in accordance with Disciplinary Committee procedure, on both the issue of whether the student has committed the act of plagiarism and the issue of the appropriate remedial measure.

The Disciplinary Committee will consist of the Dean, who will act as Chair, the Division Chair or Program Director responsible for the course in which the incident has occurred, a student representative appointed by SUNSCAD, and a faculty member at-large appointed by the Dean. The faculty member initiating the process may not be a member of the Committee, neither may be any person who is a witness to, or who has made submissions to the proceedings.

The Chair of the Disciplinary Committee will ensure that copies of any documents to be considered by the Committee in the course of their decision be provided to the student and to the instructor prior to the hearing or the making of submissions.

Disciplinary Committee Procedure

The Disciplinary Committee will:

- (a) review the documentation of the incident;
- (b) meet with the faculty member;
- (c) meet with the student and provide the opportunity for the presentation of a written submission; the student may cross examine parties making adverse submissions and may be represented by counsel
- (d) decide if plagiarism has occurred;
- (e) determine if and what further action is required: action may include:
 - i) loss of credits for the course
 - ii) suspension from the university
 - iii) loss of credits for the semester (in the case of repeated offences)
 - iv) dismissal from the university (in the case of repeated offences)

The decision of the Disciplinary Committee will be final and not subject to Grade Appeal or Appeal of Academic Policy. The decision of the Disciplinary Committee will be reported in writing to the faculty member, the student and the Registrar within 7 calendar days of the final meeting. The notification will include an outline of the evidence, the findings of fact, the grounds for the decision, and the application of university regulations.

Students who have been found by the Academic Regulations Disciplinary Committee to have committed plagiarism will not be eligible for the refund of fees. Students who are suspended or dismissed from NSCAD University because of plagiarism will have such actions recorded on their academic records and transcripts.

Approved: Academic Council 27 March 2006