



# PERF13019 *Performance and Production Studies*

## 6

### Term 2 - 2020

Profile information current as at 03/05/2024 07:31 am

All details in this unit profile for PERF13019 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

Through further advanced studies in ensemble music performance, you will be able to synthesize your specialised performance skills within the context of publicly presented music ensemble performances. These music ensemble activities give you the opportunity to work in various performance, technical and creative roles as appropriate so that you have the opportunity to develop advanced skills in problem-solving, creative, self-regulated and critical thinking, within a team-based environment. NOTE: On occasion, as part of your studies, you may be required to participate in performance activities in various settings and locations (off campus) that may contribute to your assessment in this unit.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Students must be enrolled in CG51 Bachelor of Music (Specialisation)

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 2 - 2020

- Mackay

### Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Practical Assessment**

Weighting: 20%

#### 2. **Practical Assessment**

Weighting: 20%

#### 3. **Practical Assessment**

Weighting: 20%

#### 4. **Practical Assessment**

Weighting: 20%

#### 5. **Written Assessment**

Weighting: 20%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Personal communication Self reflection

##### Feedback

Students have responded positively to the variety of themes and associated repertoire studied throughout the term.

##### Recommendation

Staff are to continue programming influential and engaging repertoire for performance.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Perform, at an advanced level, a range of music ensemble repertoire pertinent to your instrument and specialisation within various rehearsal, recording and public performance settings
2. Apply, at an advanced level, a range of technical, creative and performance skills specific to music ensembles within various rehearsal, recording and public performance settings
3. Develop, to an advanced level, musical skills of stylistic authenticity within a range of music ensembles
4. Develop to a graduate level an awareness and understanding of professional industry expectations through a range of technical, musical and reflective practices.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Practical Assessment - 20%	•	•	•	
2 - Practical Assessment - 20%	•	•	•	
3 - Practical Assessment - 20%	•	•	•	
4 - Practical Assessment - 20%	•	•	•	
5 - Written Assessment - 20%				•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	•	•	•	

Graduate Attributes	Learning Outcomes			
	1	2	3	4
2 - Problem Solving	•	•	•	
3 - Critical Thinking	•	•	•	
4 - Information Literacy	•			
5 - Team Work	•	•	•	
6 - Information Technology Competence				
7 - Cross Cultural Competence				
8 - Ethical practice				
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

## Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Practical Assessment - 20%	•	•	•		•					
2 - Practical Assessment - 20%	•	•	•		•					
3 - Practical Assessment - 20%	•	•	•		•					
4 - Practical Assessment - 20%	•	•	•		•					
5 - Written Assessment - 20%	•		•	•		•				

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Jason Smyth-Tomkins** Unit Coordinator  
[j.smyth-tomkins@cqu.edu.au](mailto:j.smyth-tomkins@cqu.edu.au)

## Schedule

### Week 1 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b>

### Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b>

### Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b>

### Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b>

### Week 5 - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b>

### Vacation Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b>

### Week 7 - 31 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Repertoire study relevant to upcoming recordings and performances.		<b>See Moodle for Performance Events</b> <b>Assessment Item 1: Jazz Ensemble (Repertoire Recordings)</b> Due: Week 7 Friday (4 Sept 2020) 11:45 pm AEST

### Week 8 - 07 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Repertoire study relevant to upcoming recordings and performances.

**See Moodle for Performance Events**

#### Week 9 - 14 Sep 2020

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

Repertoire study relevant to upcoming recordings and performances.

**See Moodle for Performance Events**

**Assessment Item 2: Commercial Ensemble (Repertoire Recordings)**  
Due: Week 9 Friday (18 Sept 2020)  
11:45 pm AEST

#### Week 10 - 21 Sep 2020

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

Repertoire study relevant to upcoming recordings and performances.

**See Moodle for Performance Events**

**Assessment Item 3: Jazz Ensemble (Rehearsal Process and Live Performance)** Due: Week 10 Friday (25 Sept 2020) 11:45 pm AEST  
**Assessment Item 4: Commercial Ensemble (Rehearsal Process and Live Performance)** Due: Week 10 Friday (25 Sept 2020) 11:45 pm AEST

#### Week 11 - 28 Sep 2020

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

Repertoire study relevant to upcoming recordings and performances.

**See Moodle for Performance Events**

#### Week 12 - 05 Oct 2020

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

Repertoire study relevant to upcoming recordings and performances.

**See Moodle for Performance Events**

#### Review/Exam Week - 12 Oct 2020

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Self and Peer Assessment Task is released to students.**

**Assessment Item 5: Reflective Practice Journal** Due: Review/Exam Week Friday (16 Oct 2020) 11:45 pm AEST

#### Exam Week - 19 Oct 2020

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

## Term Specific Information

### Equipment Requirements for Recorded Assessment

**Performance and Production Studies** students require some very specific equipment to facilitate the recording requirements of this unit. On-campus students are able to access the necessary equipment through the CQCM Recording Studio, or alternatively, you can utilise equipment you may already own. The minimum equipment requirements to produce successful recordings in this unit include: *your instrument; a quick stable internet connection (preferable ethernet); a USB interface and microphone or instrument lead (depending on your area); studio headphones and your computer / webcam.*

## Assessment Tasks

### 1 Assessment Item 1: Jazz Ensemble (Repertoire Recordings)

#### Assessment Type

Practical Assessment

#### Task Description

This task involves you preparing for and presenting **practical performance recordings**, relative to repertoire selected for your ensemble. You will present a variety of developmental exercises related to the understanding of musical form, harmony, bass lines, melody and improvisation. Through these exercises, you will demonstrate your ability to obtain a level of individual proficiency required to perform set repertoire in an ensemble setting.

You are expected to approach the genre of study in a professional and conscientious manner. This involves seeking to attain the highest possible standards of achievement.

The specific details of the requirements of this [assessment task](#) as applied to the repertoire, is available on the unit Moodle site.

#### Assessment Due Date

Week 7 Friday (4 Sept 2020) 11:45 pm AEST

#### Return Date to Students

Week 10 Friday (25 Sept 2020)

#### Weighting

20%

#### Assessment Criteria

You will be assessed on a combination of criteria relating to the development of musical and technical skills as applied to the repertoire and genre of study. The criteria may include the assessment of: *Accuracy of melody; accuracy of chord tones; accuracy of bass lines; accuracy of guide tone sets; accuracy of written components; accuracy of chord tone exercises and quality of improvisation.*

The specific details of the [assessment criteria](#) as applied to the repertoire, is available on the unit Moodle site.

#### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

#### Submission

Online

#### Submission Instructions

Detailed submission instructions for this task can be found on the unit Moodle site.

#### Learning Outcomes Assessed

- Perform, at an advanced level, a range of music ensemble repertoire pertinent to your instrument and specialisation within various rehearsal, recording and public performance settings
- Apply, at an advanced level, a range of technical, creative and performance skills specific to music ensembles within various rehearsal, recording and public performance settings
- Develop, to an advanced level, musical skills of stylistic authenticity within a range of music ensembles

#### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Team Work

### 2 Assessment Item 2: Commercial Ensemble (Repertoire Recordings)

#### Assessment Type

Practical Assessment

#### Task Description

This task involves you preparing for and presenting **practical performance recordings**, relative to repertoire selected for the commercial ensemble. You are required to develop selected repertoire of the chosen style by accurately transcribing, learning and playing the set repertoire to performance standard. You are required to submit audio and video recordings of the individual ensemble parts from the repertoire selected and studied throughout this term.

You are expected to approach the genre of study in a professional and conscientious manner. This involves seeking to

attain the highest possible standards of achievement.

The specific details of the requirements of this [assessment task](#) as applied to the repertoire, is available on the unit Moodle site.

#### **Assessment Due Date**

Week 9 Friday (18 Sept 2020) 11:45 pm AEST

#### **Return Date to Students**

Exam Week Monday (19 Oct 2020)

#### **Weighting**

20%

#### **Assessment Criteria**

You will be assessed on a combination of criteria relating to the development of musical and technical skills as applied to the repertoire and genre of study. The criteria may include the assessment of: *Accuracy of intonation and quality of tone; accuracy of rhythm and articulation; appropriateness of stylistic phrasing; accuracy of melody and harmony; clarity of lyrics; quality of recorded performance and contribution to the recording process.*

The specific details of the [assessment criteria](#) as applied to the repertoire, is available on the unit Moodle site.

#### **Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

#### **Submission**

Online

#### **Submission Instructions**

Detailed submission instructions for this task can be found on the unit Moodle site.

#### **Learning Outcomes Assessed**

- Perform, at an advanced level, a range of music ensemble repertoire pertinent to your instrument and specialisation within various rehearsal, recording and public performance settings
- Apply, at an advanced level, a range of technical, creative and performance skills specific to music ensembles within various rehearsal, recording and public performance settings
- Develop, to an advanced level, musical skills of stylistic authenticity within a range of music ensembles

#### **Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Team Work

### **3 Assessment Item 3: Jazz Ensemble (Rehearsal Process and Live Performance)**

#### **Assessment Type**

Practical Assessment

#### **Task Description**

In this assessment item, you will rehearse for and present a variety of **practical performance based events** through participation in a music ensemble. The ensemble may be themed or geared to a particular style, as appropriate to the performance event. You are expected to approach this field of study in a professional and conscientious manner, seeking to attain the highest possible standards of achievement. Each ensemble has a number of scheduled rehearsals per week, supervised and self-directed.

It is a requirement of this unit that you maintain high levels of attendance at rehearsals and performances. Failing to do so will negatively affect your results in this assessment item. You should aim to be characterised by punctuality to all rehearsals and performances. It is expected that you will take an active role in your musical education, demonstrating initiative in developing an effective practice schedule and a positive work ethic towards the established curriculum.

#### **Assessment Due Date**

Week 10 Friday (25 Sept 2020) 11:45 pm AEST

#### **Return Date to Students**

End of term

#### **Weighting**

20%



## Assessment Criteria

### Musical Skills

- Accuracy of intonation and quality of tone
- Accuracy of balance and appropriate dynamic shaping
- Accuracy of articulation and rhythm
- Appropriateness of stylistic phrasing
- Ability to utilise appropriate harmonic and rhythmic skills in improvisation
- Degree of memorisation of lyrics, harmony, melody and arrangement

### Professionalism

- Degree of initiative in completing tasks in a variety of technical, creative and performance areas
- Degree of focus, concentration and attention during rehearsals and performance
- Ability to take direction and apply concepts in rehearsal and performance
- Degree of preparedness and punctuality, including transcriptions / arrangements and individual practice

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

Offline

### Learning Outcomes Assessed

- Perform, at an advanced level, a range of music ensemble repertoire pertinent to your instrument and specialisation within various rehearsal, recording and public performance settings
- Apply, at an advanced level, a range of technical, creative and performance skills specific to music ensembles within various rehearsal, recording and public performance settings
- Develop, to an advanced level, musical skills of stylistic authenticity within a range of music ensembles

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Team Work

## 4 Assessment Item 4: Commercial Ensemble (Rehearsal Process and Live Performance)

### Assessment Type

Practical Assessment

### Task Description

In this assessment item, you will rehearse for and present a variety of **practical performance based events** through participation in a music ensemble. The ensemble may be themed or geared to a particular style, as appropriate to the performance event. You are expected to approach this field of study in a professional and conscientious manner, seeking to attain the highest possible standards of achievement. Each ensemble has a number of scheduled rehearsals per week, supervised and self-directed.

It is a requirement of this unit that you maintain high levels of attendance at rehearsals and performances. Failing to do so will negatively affect your results in this assessment item. You should aim to be characterised by punctuality to all rehearsals and performances. It is expected that you will take an active role in your musical education, demonstrating initiative in developing an effective practice schedule and a positive work ethic towards the established curriculum.

**Continuous assessment is applied, based on your participation throughout the term.**

**Note:** If you are absent from rehearsals and / or performances due to illness, a doctors certificate MUST be provided to the Unit Coordinator, Jason Smyth- Tomkins (j.smyth-tomkins@cqu.edu.au).

### Assessment Due Date

Week 10 Friday (25 Sept 2020) 11:45 pm AEST

### Return Date to Students

End of term

### Weighting

20%

## Assessment Criteria

### Musical Skills

- Accuracy of intonation and quality of tone
- Accuracy of balance and appropriate dynamic shaping
- Accuracy of articulation and rhythm
- Appropriateness of stylistic phrasing
- Degree of musical interaction and quality of interpretation
- Degree of memorisation of lyrics, harmony, melody and arrangement

### Professionalism

- Degree of initiative in completing tasks in a variety of technical, creative and performance areas
- Degree of focus, concentration and attention during rehearsals and performance
- Ability to take direction and apply concepts in rehearsal and performance
- Degree of preparedness and punctuality, including transcriptions/arrangements and individual practice

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

Offline

### Learning Outcomes Assessed

- Perform, at an advanced level, a range of music ensemble repertoire pertinent to your instrument and specialisation within various rehearsal, recording and public performance settings
- Apply, at an advanced level, a range of technical, creative and performance skills specific to music ensembles within various rehearsal, recording and public performance settings
- Develop, to an advanced level, musical skills of stylistic authenticity within a range of music ensembles

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Team Work

## 5 Assessment Item 5: Reflective Practice Journal

### Assessment Type

Written Assessment

### Task Description

#### Part A - Reflective Practice Journal

Good reflective practice is an essential tool used by people in many professions. In music, we are almost always reflecting on our practices (or performances), but are often reluctant to put these thoughts into writing. As student musicians, you can benefit immensely from the process of reflection; in making sense of your own practice; understanding what has occurred by looking from different perspectives; accepting responsibility for your role in the process and developing new strategies to improve on your existing practices. Reflective practice is a conscious attempt to learn from your experiences and plan strategies for the future.

You will present a journal consisting of **two (2) entries**, representing the **two (2) industry seminars** presented throughout the term. The seminars will be presented online and relate to topics relevant to the emerging professional artist. In writing your reflective journal entries, consider the following:

- Who was there?
- What was discussed / happened?
- How did this make you feel?
- What did you find was the most important / interesting / insightful / relevant / useful aspect?
- How can it be explained - e.g. with theory?
- How do your previous experiences relate to what you have learned?
- How would you apply what you now understand in future?

### Length

800 words total

#### Part B - Self and Peer Assessment (SPA)

You will be involved in Self and Peer Assessment (SPA) as a part of your participation in a number of music ensembles,

recording projects and performance events, as a part of Assessment Items 1 - 4. You will be allocated to groups by the lecturing staff and will engage in rehearsals, workshops, concerts and other performance related events. You will be actively involved in establishing processes to produce group goals, responsibilities, programming rehearsal schedules and preparing for recordings and performances. During unsupervised rehearsals, groups are expected to demonstrate self-management with limited direction from academic staff. At all stages, students are expected to be motivated to produce the highest possible music product and conduct themselves in a professional and conscientious manner.

Students should aim to be characterised by punctuality to classes, lessons, rehearsals and performances. In order to pass this unit, you must complete 100% of the SPA reports and attend all related events and activities, including supervised and unsupervised rehearsals, workshops, concerts and other performance related events. As the SPA system relies on email notifications, students are required to regularly access their university email account.

**Assessment Due Date**

Review/Exam Week Friday (16 Oct 2020) 11:45 pm AEST

**Return Date to Students**

End of term

**Weighting**

20%

**Assessment Criteria****Part A - Reflective Practice Journal**

- Accuracy of spelling and grammar
- Accuracy of referencing method
- Relevant discussion of the key themes in each presentation
- Relevant discussion of each presentation in relation to personal practice
- Relevant discussion of future impacts on personal practice
- Demonstrated research of links to experiences discussed

**Part B - Self and Peer Assessment**

Students are required to rate themselves and others in the group to the following criteria:

- Was punctual and dependable in attending ensemble rehearsals
- Demonstrated a strong work ethic and contributed positively to self-directed ensemble rehearsals
- Completed assigned tasks/transcriptions on time in relation to repertoire requirements
- Demonstrated attention to detail and accuracy in the preparation of parts and the rehearsal process
- Contributed their fair share of the work in a timely manner
- Worked well with other ensemble members
- Overall was a valuable member of the team

**Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

**Submission**

Online

**Submission Instructions**

PART A is to be submitted through the unit Moodle site. PART B will be submitted through the SPA system. Links to the SPA's will be emailed to students.

**Learning Outcomes Assessed**

- Develop to a graduate level an awareness and understanding of professional industry expectations through a range of technical, musical and reflective practices.

**Graduate Attributes**

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem