Hello. My name is Leanne Romane, liaison librarian at the University of Waterloo. This video will discuss some of the issues related to collaboration and the penalties for this academic misconduct.
Collaboration is defined as working with another person or receiving some sort of assistance from someone else.

Collaboration may include:

- Conducting research with your supervisor
- Working in a group on a lab assignment
- Writing a paper with someone else
- Inventing a product or concept as a group project
- Debugging someone else’s computer program

Students may only collaborate with the explicit permission of their instructor or supervisor. And as these permissions may vary from course to course, faculty to faculty – it’s important that you ask if you’re allowed to collaborate or not.
Results from the University of Waterloo’s 2006 Academic Integrity survey reveal that half of the graduate student respondents believed that working with others when asked for individual work is not serious cheating.

If you fall into this group, think again... One of the most common and misunderstood forms of cheating is improper collaboration.
Inappropriate collaboration occurs when a student works with someone else, in spite of instructions to work individually, or when permission to collaborate has not been given.

This rule applies to all academic situations.
Here at the University of Waterloo, comprehensive exams are unique to each student. The exam is tailored to that student’s area of research and expertise, so while you may be able to study in a group, there may be limited usefulness to the process. Additionally, you must be careful that your answers are your own, not an answer provided by someone else during discussions. Ask your supervisor and/or department head if you are permitted to form a study group.

If your department requires a Comprehensive Exam Proposal this must be unique and prepared on your own, without assistance.
It is quite likely that you will collaborate on research and a research paper or article, especially with your supervisor. You may also work with someone outside your department or in another academic institution. It’s important to talk to your supervisor at the beginning of the process, to get permission to work with another researcher.

As with other collaboration issues, you must have permission to work with someone else on your research and papers, and all authors/investigators must be given credit for their contribution.
A tutor can help you with understanding the assignment, the organization of your paper, issues around the analysis/argument, and general problems with writing and/or the paper.

If a problem is being turned in for a grade, you should never turn in the tutor's solution as if it were your own.

Graduate students at UW have access to Writing Centre Services, which provide:

- Assistance with and constructive criticism of grant applications, reports, letters of application, etc.
- Workshops on grammar, sentence structure, punctuation, and other topics
penalties

Acts of academic misconduct are reported to the faculty's Associate Dean, who has a responsibility to take these reports seriously, and impose penalties.

What are the penalties?

By engaging in inappropriate collaboration, imposed penalties may include:

- Letter of reprimand
- Disciplinary probation
- Grade penalty on the assignment and the final grade
- Removal of university and library privileges
- Loss of funding or grants
- Suspension
- Removal from university housing
- Expulsion
I’ll leave you with these questions for self-reflection. Contemplate your response as academic misconduct affects all the people around you... and the risks are high.