

ACADEMIC MISCONDUCT (VOCATIONAL EDUCATION)

1. Purpose and Objectives

1.1 This policy details the processes and procedures that govern academic misconduct amongst students of Le Cordon Bleu Australia (LCBA), and provides the management framework for resolution of incidents of academic misconduct.

2. Scope

2.1 This policy applies to all students enrolled in LCBA Vocational Education Programs.

3. Related Policies

- Academic Appeals Policy

4. Definitions

‘Academic Misconduct’ whether unintentional or deliberate, includes the following:

- Presentation of information or data that has been copied, falsified, or in other ways obtained improperly.
- Inclusion of material in an individual’s work that includes significant assistance from another person in a manner unacceptable according to the assessment guidelines.
- Providing assistance to a student in the presentation of individual work, in a manner unacceptable according to the assessment guidelines.
- Falsification or misrepresentation of academic records.
- Other actions not covered by the above clauses that may be judged to be acts of academic misconduct.

‘Plagiarism’ is a specific form of academic misconduct. Whether unintentional or deliberate, plagiarism includes the following:

- word-for-word copying of sentences or whole paragraphs from one or more sources (the work or data of other persons), or presenting of substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, lecture notes or tapes, without clearly indicating their origin.
- using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work.
- submitting another student’s work in whole or in part.
- use of other persons’ ideas, work or research data without acknowledgement.
- submitting work which has been written by someone else on the student’s behalf.

‘Unintentional Academic Misconduct’ occurs when an act of academic misconduct is committed as a result of reasonable unfamiliarity with academic processes or conventions.

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5. Policy

- 5.1 The process for determining academic misconduct will be fair and transparent.
- 5.1.1 Where a student is suspected of academic misconduct the student will be required to attend an interview with their lecturer.
- 5.1.2 The student and the lecturer may each nominate another person to be present at the interview.
- 5.1.3 Where, as a result of the interview, the lecturer concludes that no academic misconduct has occurred, no further action will be taken and no record will be made on the student's file.
- 5.1.4 Where the lecturer finds that the student has unintentionally committed academic misconduct, a record of the interview and any actions taken will be recorded on the student file.
- 5.1.5 Where the lecturer believes that a student is guilty of deliberate academic misconduct:
- the lecturer will advise the Program Manager and LCBA of his or her belief and provide any evidence he or she has in support of that belief.
 - LCBA will write to the student giving details of the alleged misconduct.
 - LCBA will convene the Academic Committee which will meet as soon as practicable, and invite the student to attend and give reasons why a penalty should not be imposed.
 - the meeting of the Academic Committee will proceed whether or not the student is present.
 - LCBA will advise the student and the delivery partner in writing of the decision of the Academic Committee and of the student's rights to appeal (see *Academic Appeals Policy*).
 - records of these proceedings and outcomes will be kept on the student file.
- 5.2 Le Cordon Bleu Australia (LCBA) will apply penalties to students found to have deliberately committed academic misconduct.
- 5.2.1 A student found to have deliberately committed academic misconduct will be subject to one or more of the following penalties:
- suspension from attendance at classes for the current program of study.
 - suspension from attending any Le Cordon Bleu educational institution or program.
 - cancellation of enrolment in a program of study.
 - future enrolment not permitted in any Le Cordon Bleu educational institution or program.
 - a result of 'Fail' being recorded for an assessment or unit of competency.

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- 5.2.2 A student who willingly and/or knowingly assists another student to commit plagiarism will be subject to the same penalties as the student who committed the plagiarism.
- 5.3 LCBA will counsel students found to have unintentionally committed academic misconduct and may impose penalties.
- 5.3.1 Program Managers will counsel students found to have unintentionally committed academic misconduct and advise them of the details of their misconduct and how it should have been avoided.
- 5.3.2 The student will be required to resubmit the relevant assessment piece taking account of the advice provided by the Program Manager.
- 5.3.3 The only grade awarded for the resubmitted assessment piece will be the minimum pass grade.
- 5.3.4 The Program Manager will advise LCBA of the details of the misconduct and the counselling process and outcome. Records will be placed on the student file.

6. Change and Version Control

Version	Authored by	Description
1.0	Academic Manager- VET	Policy reviewed no changes
2.0	Academic Manager- VET	Approved format change and completed annual policy review
2.1	Academic Manager – VET	Editorial review layout.