

Academic Misconduct

Definitions

Academic misconduct whether inadvertent or deliberate, includes the following:

- presenting information or data that has been copied, falsified or in other ways obtained improperly
- including material in individual work that includes significant assistance from another person in an unacceptable manner unacceptable according to the assessment guidelines for the course
- providing assistance to a student in the presentation of individual work, in an unacceptable manner, according to the assessment guidelines for the course
- falsification or misrepresentation of academic records
- undertaking other actions not covered by the above clauses that may be judged to be acts of academic misconduct.

PLAGIARISM

Plagiarism is a specific form of academic misconduct. Whether inadvertent 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)
- presenting substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, lecture notes or tapes, without clearly indicating their origin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 by 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.

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.

Policy

With respect to academic misconduct a distinction will be made between a deliberate act and an inadvertent act that occurred through reasonable unfamiliarity with academic process or conventions.

Le Cordon Bleu Australia does not tolerate academic misconduct. Students are made aware of different forms of academic misconduct at the start of their program.

Le Cordon Bleu Australia has a series of penalties that are imposed on students who engage in academic misconduct. Procedures relating to academic misconduct distinguish between inadvertent and deliberate misconduct when determining consequences and penalties.

Procedure

Where it is suspected that the action of a student might involve academic misconduct, including plagiarism, the lecturer will ask the student to attend an interview with the lecturer.

The student and the lecturer may each invite a colleague to be present at the interview.

If, as a result of the interview, the lecturer concludes that no academic misconduct was involved, no further action should be taken and no record of the interview should be placed in the student's file.

Where the lecturer concludes that the action of the student was an example of inadvertent academic misconduct, the student will be counselled by the lecturer and the lecturer will place a note to that effect in the student's file. In such cases the student will resubmit the assignment, taking account of the advice provided by the lecturer about avoiding academic misconduct.

In cases of inadvertent academic misconduct the student will re-submit the assignment by a negotiated due date. The only grade available for this resubmission is 50% - Pass 2.

A student found guilty of deliberate academic misconduct shall be subject to one or more of the following penalties:

- suspension from attendance at classes for the course for a limited period of time
- suspension from attendance at classes for the remainder of the course
- suspension from attending Le Cordon Bleu educational institutions and programs for a limited period of time
- expulsion from the program and no future enrolment permitted in any Le Cordon Bleu educational institution or program
- failure in the assessment item under consideration and therefore failure in the course.

Where the lecturer concludes that the case involves deliberate academic misconduct and provides evidence to this effect, the lecturer will convey this decision in writing to the Program Manager, with advice also provided to the Academic Director.

On receipt of the claim of academic misconduct, the Program Manager will call an Academic Committee meeting and will write to the student providing details of the incident inviting the student to show cause why a penalty should not be imposed. The student will be invited to attend the Academic Committee meeting.

The Academic Committee may proceed whether or not the student attends. The Program Manager will advise the student, the Academic Director and the Academic Board in writing of the results of the inquiry and of the proposed penalty to be imposed, and will advise the student of their right of appeal. A copy of the correspondence to the student will be placed on the student's file.

Where a student wishes to appeal against the results of the formal inquiry and/or the proposed penalty, he or she may do so in accordance with the Academic Appeals policy.