



Australian College of Culinary and Management

ACCM

Australian College of Culinary and Management Pty Ltd (ACCM)

RTO-45886-CRICOS-04038J

Plagiarism, Collusion and Academic Misconduct Policy and Procedure	
ESOS/NCP	<ul style="list-style-type: none"> ● ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students ● National Code 2018: Standard 2.1, 6.3
SRTOs 2015	<p>Standards 1.8 http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html</p>
Legislative Context	<ul style="list-style-type: none"> ● National Vocational Education and Training Regulator Act 2011 (Cth) ● Standards for Registered Training Organisations 2015 ● Age Discrimination Act 2004 (Cth) ● Disability Discrimination Act 1992 (Cth) ● Equal Employment Opportunity for Women in the Workplace Act 1999 (Cth) ● Human Rights and Equal Opportunity Commission Act 1986 (Cth) ● Racial Discrimination Act 1975 (Cth) ● Racial Hatred Act 1995 (Cth) ● Sex Discrimination Act 1984 (Cth). ● Equal Opportunity Act 1995 (Vic) ● Occupational Health and Safety Act 2004 (Vic) ● Racial and Religious Tolerance Act 2001 (Vic) ● External Appeal process ● Overseas Students Ombudsman at Website: http://www.oso.gov.au
Related Policies and forms	<ul style="list-style-type: none"> ● Student Handbook ● Complaints and Appeals Policy and Procedure ● Student Enrolment Acceptance Agreement ● Student Code of Conduct ● Assessment Policy and Procedure

Table of Contents

1. POLICY	3
2. PURPOSE	3
3. SCOPE	3
4. DEFINITIONS	3
5. REQUIREMENTS, PROCESS AND PROCEDURE	5
5.1 Plagiarism	5
5.2 Reporting of Plagiarism	5
5.3 Penalties for Plagiarism	6
5.4 Penalties for Misconduct	6
• General, Administrative and Academic Misconduct	6
• Serious Misconduct	7
6. APPEAL	7
7. RESPONSIBILITY	7
8. REVIEW DATE	8
9. VERSION HISTORY	8

1. POLICY

ACCM Pty Ltd **RTO-45886-CRICOS-04038J** implements a formal approach to deal with all types of student misconduct including general misconduct, academic misconduct and administrative misconduct.

2. PURPOSE

The purpose of this policy is to maintain the integrity of the assessments and provide a consistent approach in dealing with plagiarism, collusion and student misconduct issues in the academic works.

3. SCOPE

This policy applies to all ACCM students.

4. DEFINITIONS

Plagiarism: Plagiarism occurs when a student tries to pass off another person's work or ideas as their own. Plagiarism includes copying of work from the internet, books, other student's work or any other published or unpublished source without appropriate citation and acknowledgement. Students plagiarise if they do not acknowledge the source of a direct quote, or a specific piece of writing that they have paraphrased, or even if they describe an idea or concept that they have heard or read somewhere without a reference or acknowledgement.

Examples of plagiarism include;

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc. without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
 - A 'cut and paste' of statements from multiple sources;
 - Presenting as independent, work done in collaboration with others;
 - Copying or adapting another student's original work into a submitted assessment item

Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by ACCM. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarise work by, for example, allowing access to a draft or completed assignment or other work.

Collusion: Collusion is the unauthorized collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. (Note: Collaboration in learning is encouraged for all students; however, they need to submit assignments based on their own work and creation.)

Misconduct: Misconduct is an act or omission committed by a student on college's property or involves the use of college resources including computer resources, or otherwise involves the student's relationship with ACCM community. Misconduct includes administrative misconduct and academic misconduct.

General and Administrative Misconduct: General and Administrative Misconduct Incidents are those which in the opinion of the Administration Manager may be adequately addressed within the college. The following conduct, in the absence of any circumstance of aggravation may be treated as Simple Misconduct;

- Impeding the ability of any student or member of ACCM to study or participate in any ACCM activity;
- Acting in a manner which is threatening, intimidating, disrespectful or unprofessional towards any trainer, assessor or other staff member, student or other member of ACCM;
- Breaching any State or Commonwealth laws or any ACCM policies on privacy, internet and computer use and copyright;
- Causing any member of the college to hold reasonable fear for their safety or physical or psychological well-being;
- Committing an act or making an omission which has the capacity to endanger the safety or health of any member of ACCM;
- Assaulting any member of ACCM;
- Wilful damage, wrongfully dealing with or interference with property of any member of ACCM;
- Tampering with a medical certificate issued in the student's name;
- Any act or omission which disrupts the peace and good order of ACCM.

Serious Misconduct: The following conduct may be treated as Serious Misconduct;

- Any of the incidents in Simple Misconduct committed with a circumstance of aggravation;
- Sexually harassing, discriminating against, and/or racially vilifying any member of ACCM;
- Fraudulent representation of grades or awards for prior learning including through the unauthorized use of any college name, seal or trademarks;
- Making a fraudulent representation involving any medical certificate where the original certificate was stolen or not issued in favor of the student;
- Breach of assessment conditions and processes;
- Any other types of misconduct as deemed by ACCM to be Serious Misconduct from time to time.

Academic Misconduct: The following conduct may be treated as Academic Misconduct;

- Any act or omission by a student which attempts to circumvent or pervert the ACCM assessment process;
- Cheating in an assessment or test including speaking or communicating with other candidates, bringing unauthorised material into the classroom including a mechanical or electronic device, or consulting any person or materials outside the confines of the classroom without permission to do so, reading or attempting to read other students' answers, leaving assessments or test answer papers exposed to other student's view;
- Plagiarism;
- Collusion in the preparation of a response to a piece of assessment;
- Tampering with written test or assessment materials.

5. REQUIREMENTS, PROCESS AND PROCEDURE

5.1 Plagiarism

1. ACCM highly values academic honesty and integrity and places a great emphasis on ethical behaviour of its students. It does not tolerate any behaviour which diminishes the academic reputation of the college, impairs the ability of students to participate in any legitimate college activity or disrupts the peace or good order of the college and its learning environment.
2. Academic integrity is viewed as fundamental to the very nature of the college. Academic misconduct by students in written tests or in other forms of assessment is unacceptable.
3. ACCM regularly uses the “Google classroom - Plagiarism Check (originality report)” to identify the student's online submitted work.
4. ACCM investigates and deals with incidents of misconduct among its student in a consistent manner, affording natural justice and applying penalties which are appropriate, fair and just.
5. ACCM treats plagiarism as cheating. Cheating and plagiarism are serious offences and will be dealt seriously. The college imposes severe penalties on students who cheat and plagiarise.
6. All the academic staff must inform the students about plagiarism policy and penalties arising from plagiarism.
7. All the academic staff have the responsibility to maintain integrity and fairness of the assessments and try to minimize the instances of plagiarism.
8. Any staff member reporting plagiarism must also produce evidence of plagiarism to support the allegation.
9. In the first instance when plagiarism is suspected, staff members should first determine if it is intentional or unintentional. Appropriate academic penalty must be applied to unintentional plagiarism. Where it is found that a student has plagiarized with an intention to cheat, the student must be reported for plagiarism.
10. Collusion will also be considered as cheating.
11. Any student lending his/her work to another student to copy will be considered a party to plagiarism and treated with academic penalty
12. The college recognizes its obligation to educate students in the definition, identification and avoidance of plagiarism
13. Plagiarism offence may have an impact on student visa conditions, and the student, and the college will exercise utmost care and diligence in determining plagiarism cases with a focus on student welfare and wellbeing.

5.2 Reporting of Plagiarism

1. Where the assessor identifies minor lapses in referencing and/or use of source, whether by text matching, similar software or other means, the assessor shall treat the incident as an assessment matter and may explain the mark

for the assessment task, and/or may permit re-submission.

2. Where plagiarism is suspected, the assessor shall document the reasons and evidence for this suspicion and refer the matter to the student administration.
3. The student administration, after assessing the evidence of the case, takes one of the following actions:
 - a. If there is sufficient evidence to warrant it, request the student to attend a formal hearing, the purpose of which shall be to investigate and discuss the matter with the student as a means of deciding what further action, if any, should be taken.
 - b. If the evidence appears to indicate a very serious breach of discipline, refer the matter to the student administration for appropriate action.

5.3 Penalties for Plagiarism

1. If the student is found guilty of plagiarised work, the student administration shall determine the appropriate penalty taking into account:
 - The extent of the plagiarism (e.g. which could range from minor lapses in referencing to copying substantial parts of published work including work from the Internet, or another person's work);
 - The seriousness of the plagiarism (e.g. theft of another person's work; paying another person to do the assessment task);
 - Whether it is a repeat offence;
 - Any mitigating circumstances in the particular case.
2. The student administration may impose one or more of the following penalties;
 - Any proven plagiarism case will result in an immediate "Not Yet Competent" (NYC) result in the respective unit and may be fined with **\$300** and the student will need to re-enrol in the unit (individual unit re enrolment \$500) refer to Assessment Policy Procedure. There will not be re-assessments allowed.
 - Repeated plagiarism offences may result in review of student's enrolment in the college.

5.4 Penalties for Misconduct

1. General, Administrative and Academic Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Operations;

- Written warning with reprimand; Order to attempt the assessment item again;
- Order to attempt the assessment item again with a capped mark;
- Not satisfactory for the item of assessment;
- NYC grade for the course;
- Mandatory counselling;
- Academic probation with a requirement to attend and complete to the satisfaction of the student administration and complete counselling and remedial courses on code of conduct, plagiarism and academic integrity as directed;

- Order for compensation or restitution on such terms as are deemed fit and proper;
- Entering into a written undertaking regarding offending behaviour;
- Impose any combination of these penalties.

2. Serious Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the student administration;

All the penalty options described in the General, Administrative and Academic Misconduct and;

- Entering details on the student's permanent record; or
- Suspension from the college; or
- Expulsion from the college

All Misconduct complaints which are Academic Misconduct matters may be investigated and finally determined by the student administration, or nominee.

All Misconduct offences which Academic Misconduct matters are not may be investigated and finally determined alone by the student administration, or nominee.

All Serious Misconducts matters may be investigated and finally determined by an appropriate committee set up by the CEO or the Senior Management Committee, which will include an independent member not directly connected with the management or operations of the college.

6. APPEAL

Students have the right to appeal any decision made by ACCM administration under this policy.

Students must lodge their appeal **within 14 days** of the decision being made. The affected parties will have access to college's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

7. RESPONSIBILITY

ACCM is responsible for;

- Making this policy available to all the academic staff members and students; ensuring that its academic and administrative staff members know how to deal with plagiarism and misconduct issues;
- Providing students with an opportunity to appeal any decision arising from plagiarism or misconduct cases.

The academic staff are responsible for;

- Advising students on plagiarism policy and penalties for plagiarism;
- Providing appropriate information on referencing requirements to all the students;
- Providing examples of referencing techniques;
- Distinguishing between intentional and unintentional plagiarism and providing candid feedback to the students;
- Reporting instances of plagiarism to the student administration. Students are

responsible for;

- Maintaining academic integrity and produce their own work which is appropriately referenced;
- Maintain an ethical behavior;
- Protecting their own work and not allowing another student to copy;
- Understanding the implications of plagiarism and misconduct and its impact on their academic performance;
- Asking the academic staff for help if they are not sure about appropriate use and referencing requirements of information from other sources.

student administration is responsible for maintenance of this policy in the respective academic areas.

8. REVIEW DATE

12 months from the date of this version, or as required.

For more information please ACCM website- <https://www.accm.vic.edu.au/policies>

9. VERSION HISTORY

Version	Date	Reason for upgradations	Prepared By
1.0	Oct 2021	Initial Document	CEO/Director
1.1	August 2022	Updated on registration	CEO/Director