

COLLUSION, PLAGIARISM AND ACADEMIC MISCONDUCT

Policy and Procedures

Version 2.2

VERSION CONTROL & DOCUMENT HISTORY		
Date	Summary of Modifications	Version
Feb 2011	Created	V1.0
Apr 2021	Add Course Hero and other third party website upload	V2.0
Jul 2021	Update the penalties for the academic misconduct	V2.1
Jan 2022	Re-formatting to the new system	V2.2
Next Review Due: January 2023		
Staff Responsible: Trainer and Assessor / Student Services Manager		

RELATED DOCUMENTS
<u>Student Complaints, Grievances and Appeals Policy</u>
<u>Miscellaneous Fees</u>
<u>Student Counselling Policy</u>
Terms and Conditions of Enrolment – <u>Domestic</u> or <u>International</u>

Policy Description and Objectives

Please note, deliberate collusion or plagiarism is regarded as serious academic misconduct that breaches APSI's Collusion, Plagiarism and Academic Misconduct policy.

Objectives

- Maintain academic integrity and high standards of quality training outcomes at APSI;
- Protect the intellectual property and copyright of others and;
- Protect the intellectual property and copyright of all assessments and learning resources developed by APSI

Collusion

Collusion refers to any form of joint effort between one student and at least one other student or person, paid or unpaid, with the intention to deceive and induce the Assessor to believe the work is an original creation of the submitting student and thereby, seek to obtain a satisfactory grade.

Please note, any student or person who acts in collusion with the submitting student will also be deemed guilty of collusion and liable to the same penalty. Students must not post their original work onto platforms for other students to use in their own assessments and any student who does this will also be deemed guilty of collusion and academic misconduct.

Plagiarism

Plagiarism refers to the unauthorised use of another's original work by representing their ideas and creations as one's own without proper acknowledgement by the submitting student. Therefore, students who refer to the original work of others in their assessment, including 'copy and paste', must reference the source appropriately or will otherwise be deemed guilty of plagiarism. If a student is found guilty of plagiarism, the Trainer may require the student to undergo further assessments to ascertain the extent of the plagiarism committed. Please note, the student will be required to pay the unit re-assessment fee or unit re-sit fee. Please refer to the Miscellaneous Fees and Miscellaneous Fees for Cookery and Hospitality Department, in Related Documents, for the latest information on these fees.

Procedures for Academic Misconduct

Identifying Study Difficulties

If the student has been deemed guilty of academic misconduct an Intervention Meeting will be organised with the student, in the presence of the Student Services Manager, to provide an opportunity for the student to explain their circumstances. If a student is experiencing difficulties with completing their assessments then APSI may provide the following assistance to the student:

- assessing the difficulties the student is experiencing including identifying problem areas such as LLN issues;
- highlighting appropriate options available to the student;
- identifying appropriate early intervention strategies;
- providing supporting resources on how to improve study techniques;
- guiding the student on the appropriate professional services if the student has or develops a medical condition that affects their ability to complete the academic commitments expected of them including:
 - hearing, vision, physical or neurological impairment;
 - chronic medical conditions;
 - learning disabilities or;
 - mental illness
- assisting students in seeking counselling services if they experience other issues affecting their ability to complete their academic commitments including;

- adjustment issues or;
- bullying or harassment;

Please refer to APSI's Student Counselling Policy in the Related Documents for further information.

Penalties for Collusion, Plagiarism and Academic Misconduct

If a student is deemed guilty of collusion, plagiarism or academic misconduct, they will be subject to the following penalties, at the Trainer's discretion with regard to the extent and seriousness of the breach.

- ALL students involved will be marked as 'Not Yet Competent' for any applicable assessments, units or cluster of units;
- The student will have to pay a re-assessment fee, as per the Miscellaneous Fees in Related Documents, to permit the student to re-submit the assessment with their own original work;
- The student will have to pay a re-enrolment fee, as per the Miscellaneous Fees in Related Documents, to re-enrol in all applicable units or cluster of units;
- In the case of serious academic misconduct, including repeat breaches, the student's enrolment will be cancelled as per the Terms and Conditions of Enrolment in Related Documents;
- ALL students deemed guilty will have the breach or breaches recorded in their personal file;
- ALL students deemed guilty must participate in appropriate intervention strategies or academic counselling;
- Students who post their original work onto platforms for other students to use in their own assessments will have to pay a \$300 fee to cover the costs associated with remedial action that APSI is required to take to ensure the content is removed;
- Students who post their original work onto platforms for other students to use in their own assessments may be immediately suspended until APSI can verify that the content has been removed from the platform and will be liable to pay any re-assessment or re-sit fees, as per the Miscellaneous Fees in Related Documents, for any classes or assessments missed during their suspension period;

Appeals

Students who have been deemed guilty and issued one or more of the above penalties and are dissatisfied with the outcome can appeal decision by following APSI's Complaints, Appeals and Grievances policy in Related Documents.