Plagiarism and Cheating Policy

1. POLICY

Academic integrity is an essential component of teaching and learning. The ideas and work of others must be acknowledged rather than claimed as one's own.

The purpose of this Plagiarism Policy is to outline:

- Future Culinary Academy's commitment to high standards of academic integrity
- The issues associated with plagiarism and collusion and their effect on student learning.
- The principles under which preventing, detecting, and dealing with cases of plagiarism and collusion and related forms of cheating are managed.

2. SCOPE

This policy applies to all Future Culinary Academy (FCA) students and staff involved in academic assessment tasks and scholarly work.

3. DEFINITIONS

Attribution: Acknowledging the author or artist of words, music, computer code, artistic works, designs, or ideas.

Citation: Directly quoting or paraphrasing another person's text, work, or idea, and giving credit to the author by referencing it.

Collaboration: An academic activity involving more than one person.

Collusion: Another person assisting in the production of an assessment submission without the express requirement, consent, or knowledge of the assessor.

Copyright: The legal right granted to an author, artist, publisher, or distributor to exclusive publication, production, sale, or distribution of literary, musical, dramatic, or artistic work.

Paraphrasing: Repeating a section of text using different words which retain the original meaning.

Plagiarism: To take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students, or the Internet – published and un-published works.

Quotation: Placing an excerpt from an original source into a paper using either quotation marks or indentation, with the source cited, using an approved referencing system to give credit to the original author.

Referencing: Providing a full bibliographic reference to the source of the citation.

4. POLICY PRINCIPLES

4.1 Plagiarism, collusion, and other forms of cheating are expressly forbidden under the Future Culinary Academy Rules for Assessment, which state that:

- No student will submit for assessment any piece of work that is not entirely the student's own, except where either:
  - the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or
  - The assessor has given prior permission for joint or collaborative work to be submitted.
- No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.
- No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.

4.2. FCA regards all plagiarism as unacceptable. At the very least, unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating.

4.3. To maintain high standards of academic integrity, it is the obligation of every member of FCA to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline.

4.4. Plagiarism is always unacceptable but can occur because of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.

4.5. All work submitted must be an accurate reflection of the student's level of competence. The evidence used to decide at FCA about competence will be valid, sufficient, authentic, and current.

Types of Plagiarism that will Incur Penalties

Plagiarism that will incur penalties can take several forms:

- Presenting works in any format, without appropriate attribution to the original source.
- Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.
- Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
- Students separately submit the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment task.

A student submitting the same piece of his or her own work, or significant parts of that work, for two (or more) different courses, without the assessor's permission.

5. Referencing

Referencing is a way of acknowledging the sources of information that a person uses to research their assignments. References should be provided whenever someone else's words, ideas or research are used. One should also provide references for any information used. Websites, Journals, Research paper, Blogs, articles, and any other online sources need to be referenced.

- Not referencing other people's work can constitute plagiarism.
- While students are referencing, it is important that students add their own comments based on their understanding.

6. Consequences of Plagiarism and Collusion

- Plagiarism is unacceptable and each case of plagiarism will be treated on its own merits. Educational procedures will be in place to assist students to avoid submitting assessment work that does not meet the required standards of evidence-based writing.

- All assessment work submitted by a student will be assessed in accordance with its academic merit. If a student fails an assessment task because of the absence of appropriate citations and references, it may be a consequence of the student failing to meet the stated criteria for the task, rather than as a punishment for plagiarism.

- Inappropriate practices in the use of referencing, citations, quotations, or attributions for formative assessment may be dealt with by the assessor, who may refer students to appropriate resources to improve their academic skills. Suspected incidents of plagiarism involving summative assessments must be dealt with according to the guidelines of this policy.

- The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the FCA commitment to academic integrity. Penalties may include resubmitting assessment work, i.e., further reassessment and/or possible financial penalty or failing the unit. It may also lead to students being re-enrolled in the unit, which will incur a payment of $300.

- The student's assessment will be deemed Not Yet Competent (NYC). The student will be given a warning and will be required to redo the assessment. Additional charges may apply for re-assessments. If students are engaged in such an act for a second time, they may be suspended or expelled from the course.

- Academic Coordinator/Student Support Officer will keep a record of all suspected incidents of plagiarism brought to attention by the trainers. Procedural aspects of these records will be reviewed to ensure that they have been dealt with fairness.

- If trainer and/or Academic Coordinator/Student Support Officer finds that a student has committed multiple and/or systematic acts of plagiarism, or admits to, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with as a complaint of student misconduct under the **Student Code of Conduct** at FCA, and a further penalty may be imposed.

All procedures used for dealing with cases of plagiarism must incorporate the following principles:

A. Procedural Fairness (also called "natural justice") in the handling of a complaint involves all of the following elements:

- The student must have the opportunity to present her or his case to the decision-maker; to be informed of the nature and substance of all allegations and of all information used in arriving at the decision; and to respond to that information. Normally, students will also be given the opportunity for an oral hearing, but this is not required by procedural fairness, unless credibility is at issue.
- The right to an independent, unbiased decision-maker. This includes that the person laying the charge cannot be the decision-maker, nor must there be a reasonable apprehension of bias.
- A final decision must be based solely on the relevant evidence.
- Reasons must be given for the decision.

B. Transparency: The procedures aim to be easily accessible to all staff and students, with transparent operation and outcomes, and capable of resolving plagiarism cases in a timely manner with clear deadlines for each stage of resolution. Reasons for each decision will be provided to all parties concerned and are fair to and cognizant of the interests of both students and staff.

C. Confidentiality: All information provided in plagiarism procedures are strictly confidential and can be used only for the investigation of the suspected plagiarism incident, unless the express consent of the individual(s) concerned is obtained; or FCA has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person; or the use is specifically required by law.

D. Equity: Plagiarism cases are dealt with in an equitable and culturally sensitive manner and are judged strictly on their merits.

E. Representation/Support: Persons subject to allegations of plagiarism should have the option of attending meetings to discuss those allegations and to review plagiarism decisions in the company of a designated advocate, representative, friend, or support person.

F. Balance of Probabilities: The rules of evidence under common law and other legal conventions do not apply to meetings dealing with plagiarism cases. The principle to be applied to the evidence in reaching a decision is the "balance of probabilities" rather than the criminal law principle of "beyond a reasonable doubt".

Written records will be kept by the Academic Coordinator/Student Support Officer of all official meetings once an investigation has commenced. A copy of the assessment work, written records of meetings, phone conversations, emails and oral presentations involving the student and the assessor and the Academic Coordinator will be kept as confidential records.

7. Appeals

A student who wishes to appeal against the decision or action taken by FCA may do so in writing under the Future Culinary Academy **Feedback Complaints and Appeals Process.** Students will also be informed of this right in the notification of an investigation. The Feedback Complaints and Appeals policy are available on FCA's website www.thefca.edu.au and FCA's Student Handbook, which can also be made available from the FCA reception.