



# Plagiarism, Collusion and Cheating Policy – Box Hill Institute Version 1.2



## 1 Document Control

Version	Date	Amended by	Change Made
1	08/04/2016	Manager, Higher Education and Learning Partnerships	Initial document
	03/05/2019	Academic Quality Assurance Officer	Minor Administrative changes to remove reference to 'BHIG and CAE'
1.2	26/11/2019	Manager, Higher Education and Learning Partnerships	Document 3 year cycle review; incorporation of contract cheating; inclusion of academic integrity and Contract Cheating definition; inclusion of (Threshold Standards) 2015

## 2 Purpose

To determine the policy and principles which apply to the prevention, detection and management of plagiarism, collusion and cheating (including contract cheating).

## 3 Scope

Applies to Box Hill Institute in relation to plagiarism, collusion and cheating.

## 4 Policy Statement

The Institute will establish practices to ensure that students do not gain unfair advantage by plagiarising, colluding, cheating or contract cheating at any time during their study program.

The Institute will establish practices that recognise and counter plagiarism, collusion, cheating and contract cheating in order to quality assure Box Hill Institute assessment protocols.

A comprehensive communication strategy will be in place to ensure that students are fully informed of plagiarism, collusion, cheating and contract cheating and relevant prevention, detection and management strategies.

Allegations of plagiarism, collusion, cheating and contract cheating will be investigated and managed with due process and according to the principles of natural justice.

Documentation related to the investigation and management of plagiarism, collusion, cheating and contract cheating will be sufficiently clear and comprehensive to render decisions transparent and capable of effective review.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.



## 6 Definitions

Term	Definition
<b>Academic Integrity</b>	Students and staff act with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research
<b>Plagiarism</b>	is to take someone's words, ideas or other materials and present them as your own with or without their consent, by incorporating it into your work without full acknowledgement
<b>Collusion</b>	is an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include. <ul style="list-style-type: none"> <li>• unauthorised and unacknowledged joint authorship in an assessment task</li> <li>• unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment</li> </ul>
<b>Cheating</b>	is to seek to obtain an unfair advantage in an examination or test.
<b>Contract Cheating</b>	is to use or employ a third party to complete work or assessments

## 7 Related Procedures

The following procedures are linked below:

- Plagiarism, Collusion and Cheating Procedure
- Conduct of Examinations Policy & Procedure
- Conducting Assessment (VET) Procedure
- Higher Education Assessment Procedure
- Complaint: Student, Customer, Client and Stakeholder Procedure

## 8 Related Operating Guidelines

Higher Education Academic Integrity Work Instructions

## 9 Related Forms

Nil

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

- Conduct of Examinations Policy
- Conducting Assessment (VET) Policy
- Higher Education Assessment Policy
- Conduct of Examinations Policy
- Complaint: Student, Customer, Client and Stakeholder Policy

### 10.2 External

- Privacy Act 1988 (Cth)
- Information Privacy Act 2000 (Cth)
- Victorian Equal Opportunity Act 2010
- Australian Sex Discrimination Act 1984 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2015

## 11 Records

Copies of formal documentation regarding plagiarism, collusion and cheating investigations, findings, outcomes and letters of communication between the teaching centre and the student will be kept by the teaching centre and the Registrar for a period of 7 years or at the discretion of the Registrar.

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

Document: **Plagiarism, Collusion and Cheating Policy – Box Hill Institute**  
Document No.: **AAS-AA-POL49**  
Process Area: **Strategy & Governance**



## 13 Policy Owner

Owner	Author
Executive Director Strategy & Governance	Manager Higher Education and Learning Partnerships

## 14 Approval Body

The CEO is the approval body.

CEO Signature	Approval Date
Vivienne King	3 March 2020