



Plagiarism, Collusion and Cheating Procedure – Version 2.1



Contents

1	Document Control.....	1
2	Purpose.....	1
3	Scope	1
4	Responsibilities	1
5	Definitions	2
6	Procedure	2
7	Related Documents	9
8	Process Flowcharts.....	10
9	Procedure Owner.....	10
10	Approval Body	10

1 Document Control

Version	Date	Amended by	Changes Made
1	08/04/2016	Manager Higher Education & Learning Partnerships	Initial document
2	03/05/2019	Academic Quality Assurance Officer	Minor Administrative amendments made to remove reference to BHIG and CAE
2.1	26/11/2019	Manager Higher Education & Learning Partnerships	New template; 3 year cycle review; update to position descriptions; updated Sections 6 and 7

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 Responsibilities

Refer to Plagiarism, Collusion and Cheating Procedure 6.

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5 Definitions

Term	Definition
Academic Integrity	Students and staff act with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research
Plagiarism	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
Collusion	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"> • unauthorised and unacknowledged joint authorship in an assessment task • unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment
Cheating	is to seek to obtain an unfair advantage in an examination or test.
Contract Cheating	is to use or employ a third party to complete work or assessments

6 Procedure

Procedure	Responsibility
<p>1. Informing students about their responsibilities in relation to plagiarism, collusion and cheating</p> <p>The information relating to expectations of academic integrity are to be made available on the Box Hill Institute website.</p> <p>a) Teachers are responsible for:</p> <ul style="list-style-type: none"> • Informing students about the expected conventions, within an Australian educational framework, for authorship and the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline; • Ensuring that students clearly understand when it is appropriate to collaborate in the preparation and submission of assignments and when it is not; • Informing students about the expectation of behaviour when undertaking tests and exams, especially what material may and may not be taken into an exam/test; • Informing students about the potential actions and penalties in suspected cases of plagiarism, collusion or cheating 	<p>Manager Higher Education & Learning Partnerships</p> <p>Teachers</p>

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<p>e) Faculty Dean/Head and Teaching Operations Managers/Course Managers (Higher Education) should:</p> <ul style="list-style-type: none"> • Ensure that reference to plagiarism, collusion and cheating is inserted into Course Handbooks annually 	<p>Teaching Operation Managers/Course Manger (Higher Education)/Faculty Deans/Head</p>
<p>2. Process for avoiding plagiarism, collusion and cheating</p> <p>a) Assessment pieces, including log books and group work, are submitted with an attached Assessment Cover Sheet signed by the student(s) to attest that the work submitted is their own and that they are aware of the relevant Institute policy and procedure on plagiarism, collusion and cheating.</p> <p>b) Where possible assessment items are rotated.</p> <p>c) Assignments are randomly sampled for similarities and moderation of assessment regularly occurs.</p> <p>d) Student learning support needs are identified and where required students are referred to Student Life for appropriate learning support.</p>	<p>Teachers</p>
<p>3. Process when plagiarism, collusion or cheating is suspected or identified</p> <p>a) If a teacher or assessor has evidence, or is of the opinion that a student has submitted an assignment that contains plagiarised material or has colluded or cheated they should firstly discuss their concerns with the student as soon as possible. If the concern is not resolved then the teacher or assessor is to notify the Course Manager (Higher Education) or the Course Coordinator within 2 business days.</p> <p>b) The Course Manager (Higher Education)/Course Coordinator must:</p> <ul style="list-style-type: none"> • Within two (2) working days convene a meeting with the teacher to discuss the suspected plagiarism, collusion or cheating; • Decide whether there is sufficient evidence to establish that the plagiarism, collusion or cheating has occurred; • Decide whether there is sufficient evidence to establish that the plagiarism, collusion or cheating was due to inadequate understanding of correct referencing and/or sharing of information; (see step 2d) • Establish whether there is sufficient evidence to suggest that the plagiarism, collusion or cheating was not due to inadequate understanding of correct referencing and/or sharing of information (see step 2d) <p>c) If the evidence suggests that the plagiarism, collusion or cheating was due to inadequate understanding of correct referencing and/or sharing of information.</p> <p>The Course Manager (Higher Education)/Course Coordinator</p>	<p>Teacher/Assessor</p> <p>Course Coordinator/ Course Manager (Higher Education)</p>

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<p>within ten (10) working days of the previous meeting convenes a meeting with the teacher to establish:</p>	<p>Course Coordinator/ Course Manager (Higher Education)</p>
<ul style="list-style-type: none"> • If the assignment should be re-submitted with correct referencing and/or recognising the work of other students; or • If a reduced mark should be allocated based on inappropriate referencing or collusion 	
<p>The Course Manager (Higher Education)/Course Coordinator:</p>	<p>Student Teacher/Assessor</p>
<ul style="list-style-type: none"> • Within ten (10) working days of the previous meeting convenes a meeting with the student and teacher/assessor; • Advises the student their referencing and/or collusion was inappropriate; • Advises the student of the correct procedure and student behaviour; • Requests the student to re-submit the assignment with the correct referencing and/or recognising the work of other students. The maximum grade that can be awarded for a resubmitted assignment is a pass grade of 50%; or • Advises the student of their reduced mark 	
<p>The Student:</p>	
<ul style="list-style-type: none"> • Re-references or revises the assignment and re-submits work as advised 	
<p>The Teacher/Assessor:</p>	<p>Student</p>
<ul style="list-style-type: none"> • Submits the result to Student Administration; or • Records the result on the Student Management System 	
<p>Student Administration:</p>	<p>Teacher/Assessor</p>
<ul style="list-style-type: none"> • Records the mark on the Student Management System; • Produces a Statement of Results; • Posts the Statement of Results to the student 	
<p>d) If the evidence suggests that the suspected plagiarism and/or collusion was <i>not</i> due to inadequate understanding of correct referencing and/sharing of information.</p>	<p>Student Administration</p>
<p>The Course Manager (Higher Education)/Course Coordinator will:</p>	
<ul style="list-style-type: none"> • Within ten (10) working days convene a meeting with the teacher/assessor to document details of the suspected plagiarism, collusion or cheating; and • Convene a meeting with the Teaching Operations Manager or Faculty Dean to apprise them of the situation and supply them with the relevant documentation 	<p>Course Coordinator/ Course Manager (Higher Education)</p>



<p>semester;</p> <ul style="list-style-type: none"> • Cancel the results for all enrolled units/subjects for the academic year; • Suspension from the course for up to 1 year; • Termination of enrolment; • Combination of the above <p>The impact of the factors listed below may influence the penalty imposed.</p> <p>Aggravating Factors including:</p> <ul style="list-style-type: none"> • Seriousness and extent of the plagiarism; • Contract cheating; • Degree of premeditation; • Impact on other students; • Extent to which the offence corrupts the assessment process; • Repeat offence; • Whether or not the student would otherwise have failed the unit <p>Mitigating Factors including:</p> <ul style="list-style-type: none"> • First year student; • Offence not pre-meditated; • Role played by other offenders if others are involved; • Offender under duress, but not sufficient to constitute a defence; • Degree of remorse and cooperation shown; • Willingness to seek assistance to avoid further misconduct; • The plagiarism was only a minor part of the work submitted for assessment 	
<p>5. Appealing against a penalty for plagiarism, collusion or cheating</p> <p>Students may appeal against a penalty imposed for plagiarism, collusion or cheating if they believe that:</p> <ul style="list-style-type: none"> • The Institute did not adequately consider their circumstances or used incorrect procedures; • There was personal bias or bad faith involved in the decision; or • They were discriminated against on unlawful grounds (as specified by the Victorian Equal Opportunity Act 1995 or the Australian Sex Discrimination Act 1984) 	<p>Student</p>



<ul style="list-style-type: none"> Writes to the applicant and informs them of the decision of the Appeal Committee; Writes to the Teaching Operations Manager/Faculty Dean and informs them if the penalty does not stand, and if previously denied the test, examination or assignment should be remarked and appropriate grade recorded for the student <p>The Teacher:</p> <ul style="list-style-type: none"> May be required to answer questions concerning the suspected plagiarism, collusion and/or cheating; Advises the Registrar if he/she wishes to provide relevant supporting evidence at the hearing of the Appeals Committee; Advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee <p>The Registrar within ten (10) working days of the hearing:</p> <ul style="list-style-type: none"> Forwards a copy of the minutes, which includes the recommendations, to the relevant Teaching Operations Manager/ Faculty Dean and Appeals Committee members. 	<p>The Teacher</p> <p>Registrar</p>
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7 Related Documents

7.1 Documents

- Plagiarism, Collusion and Cheating Procedure
- Complaint Policy and Procedure: Student, Customer and Stakeholder
- Conduct of Examinations Policy and Procedure
- Conducting Assessment (VET) Policy and Procedure
- Higher Education Assessment Policy and Procedure
- Higher Education Academic Integrity Work Instruction

7.2 Risk/Opportunity Assessment

Risk/Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Academic Misconduct	Low-Medium	Medium-High		Information and expectations of academic integrity available to students and staff

Document: **Plagiarism, Collusion and Cheating
Procedure - BHI**
Document No.: **AAS-AA-PRO49**
Process Area: **Academic Affairs**



8 Process Flowcharts

Nil

9 Procedure Owner

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

10 Approval Body

The CEO is the approval body.

CEO Signature	Approval Date
Vivienne King	3 March 2020