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ACADEMIC INTEGRITY POLICY – Version 3

Authorised by:

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Document: **Academic Integrity Policy**
 Document No.: **AAS-AA-POL49**
 Process Area: **Strategy and Corporate Services**

1 Document Control

Version	Date	Amended by	Changes 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'
	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	03/03/2020		Approved by CEO
	03/08/2021	Academic Quality Assurance Officer	Minor administrative change to update Higher Education Standards Framework (Threshold Standards) 2021 in 10.2
3	15/03/2022	Manager, Higher Education and Learning Partnerships	Update to the purpose, scope, policy statement to include appeals and policy title to Academic Integrity

2 Purpose

This policy states an approach to academic integrity and determines Box Hill Institute's (BHI) expectations of staff and students in upholding the highest academic standards in learning, teaching and academic endeavours.

This policy defines BHI's approach to the importance of students claiming authentic work as their own and acknowledging the work of others.

This policy identifies the role of BHI staff in supporting students to act with academic integrity and in rigorously detecting breaches of academic integrity and strategically and consistently addressing those breaches.

3 Scope

This policy applies to staff and students at BHI including third party partners providing delivery of training and assessment on behalf of BHI.

This policy applies to all aspects of academic integrity including (but not limited to) plagiarism, collusion, contract cheating, examination cheating and academic fraud (including falsification of documentation).

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4 Policy Statement

Academic integrity, in all forms, is integral to ensuring the academic standards and reputation of BHI, its staff and students.

BHI is committed to ensuring that students do not gain unfair advantage by plagiarising, colluding, cheating, contract cheating or committing academic fraud at any time during their study program.

BHI will ensure that all academic staff are appropriately trained in academic integrity and are familiar with relevant policies and support available to students.

BHI has established practices that recognise and counter plagiarism, collusion, cheating, contract cheating and fraud in order to quality assure assessment protocols.

BHI is committed to ensuring that students are educated and fully informed about academic integrity and the implications of breaching academic integrity.

BHI will ensure that allegations of breaches of academic integrity are identified, investigated, classified and managed with due process and according to the principles of natural justice and confidentiality.

Documentation related to the investigation and management of allegations of breaches of academic integrity is sufficiently clear and comprehensive to render decisions transparent and capable of effective review and appeal

This Policy ensures that the supporting Procedure and Work Instructions meet the requirements and recommendations provided by the Higher Education Standards Framework (Threshold Standards) 2021 (CTH).

In regard to a decision for a breach of academic integrity made under this policy, a complainant may lodge an appeal with BHI on the grounds of procedural unfairness or that a judgement was harsh, unjust or unreasonable.

5 Code of Conduct

Box Hill Institute has clear codes of conduct for staff and students and will not tolerate behaviour that does not meet our standards.

6 Definitions

Academic Fraud	To provide false documentation (e.g. statement of attainment/qualifications, medical certificate) to gain an unfair academic advantage.
Academic integrity	Students and staff act with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research
Academic Unit	A faculty, college or other delivery site in which a student is enrolled for study.
BHI	Box Hill Institute, Centre for Adult Education and wholly owned subsidiaries

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Collusion	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	To seek to obtain an unfair advantage in an examination or test
Contract cheating	To use or employ a third party to complete work or assessments
Self plagiarism	A student submitting a piece of work for assessment and credit after it had been submitted in any unit or course.

7 Related Policies & Procedures

7.1 Policies

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

7.2 Procedures:

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

8 Related Operating Guidelines

Higher Education Academic Integrity Work Instructions

9 Related Legislation and Regulations

9.1 External

- Australian Sex Discrimination Act 1984 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Information Privacy Act 2000 (Cth)
- Privacy Act 1988 (Cth)

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- Privacy and Data Protection Act 2014
- Standards for Registered Training Organisation 2015
- Skills First Funding Contract
- Victorian Equal Opportunity Act 2010
- VRQA Guidelines Non-School Senior Secondary Educational Provider: Minimum Standards for Registration to provide an accredited Senior Secondary Course

Records

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

Copies of formal documentation regarding allegations of breaches of academic integrity, findings, outcomes and letters of communication between the Academic Unit and the student will be kept securely by the Academic Unit.

Copies of formal documentation regarding appeals relating to findings of breaches of academic integrity are held by the Director of Academic Quality for a period of 7 years.

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

10 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.

11 Responsibilities

Overall responsibility for the approval and management of the Academic Integrity policy is within the portfolio of the Executive Director Strategy and Corporate Services.


Director VET and the Dean Higher Education College are accountable for ensuring the correct procedure for Academic Integrity. Details are within the Academic Integrity Procedure.

Director of Academic Quality is the Chair of the Appeals Committee and is responsible for the management of the appeals process.

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12 Policy Owner

The Executive Director, Strategy and Corporate Services is the owner of this policy.

Executive Director Signature	Date Endorsed	Name/Title
	17/3/22	Haydon Sampson Acting Executive Director, Strategy and Corporate Services

Author/s	Name
Manager, Higher Education and Learning Partnerships	Dr Paula Bray

13 Approval Body

The **CEO** is the approval body.

Signature	Date	Name/Title
	17/3/2022	Laura Macpherson Interim CEO