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ACADEMIC INTEGRITY PROCEDURE – Version 3

Authorised by: CEO

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Document: **Academic Integrity Procedure**
 Document No.: **AAS-AA-PRO049**
 Process Area: **Strategy & Corporate Services**

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1 Document Control

Version	Date	Amended by	Changes Made
1	08/04/2016	Manager Higher Education & Learning Partnerships	Initial document
	05/05/2019	Academic Quality Assurance Officer	Minor Administrative amendments made to remove reference to BHIG and CAE
2	26/11/2019	Manager Higher Education & Learning Partnerships	New template; 3 year cycle review; update to position descriptions; updated Sections 6 and 7
3	15/03/2022	Director Academic Quality & Manager Higher Education & Learning Partnerships	Update purpose, escalating penalties, mandate learner commitments, improve response times, make outcomes of appeals final, update to position titles and change of procedure title.

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2 Purpose

These procedures are the approach taken to ensure student academic integrity at Box Hill Institute (BHI) and states the expectations of BHI staff and students in upholding the highest academic standards in learning, teaching and academic endeavours.

These procedures are BHI's approach to the importance of students claiming authentic work as their own and acknowledging the work of others.

These procedures state how BHI rigorously detects breaches of academic integrity and strategically and consistently addresses those breaches.

3 Scope

These procedures apply to Box Hill Institute's staff and students at BHI including third party partners providing delivery of training and assessment on behalf of BHI in relation to ensuring academic integrity at the highest level and preventing all forms of plagiarism, collusion, cheating and fraudulent conduct in academic endeavours. These procedures confirm the action taken for any breach of academic integrity standards.

4 Responsibilities

Refer to Section 6 (Procedure) of this document.

5 Definitions

Term	Definition
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
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

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Plagiarism	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.
Self plagiarism	A student submitting a piece of work for assessment and credit after it had been submitted in any unit or course.

6 Procedure

Procedure	Responsibility
<p>1. Informing students about their responsibilities in relation to academic integrity expectations at BHI.</p> <p>The information relating to expectations of academic integrity are to be made available on the Box Hill Institute website.</p> <p>a) BHI is responsible for:</p> <ul style="list-style-type: none"> • Providing academic integrity training to all teaching staff and students • Providing appropriate tools for the detection and management of breaches of academic integrity <p>b) 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 assessments 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 breaches of academic integrity. <p>c) Students are responsible for ensuring that:</p> <ul style="list-style-type: none"> • They are familiar with the expected conventions of authorship and the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline; • Work submitted for assessment is their own; • Work submitted for assessment has not been submitted for assessment in another unit; • They take all reasonable steps to ensure their work cannot be accessed by others who might seek to submit 	<p>Manager Higher Education & Learning Partnerships</p> <p>Executive Director, Educational Delivery</p> <p>Teachers</p> <p>Students</p>

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<p>d) Student learning support needs are identified and where required students are referred to Student Life for appropriate learning support.</p>	
<p>3. Process when a breach of academic integrity 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 assessment that contains a suspected breach of academic integrity they should firstly discuss their concerns with the student as soon as possible;</p> <p>b). If the concern is not resolved then the teacher or assessor is to notify the Academic Course Manager or the VET Course Coordinator within 2 business days;</p> <p>c) The Academic Course Manager /VET 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 breach of academic integrity; • Decide whether there is sufficient evidence to establish that the breach was due to inadequate understanding of correct referencing and/or sharing of information (see step 3d) or was not due to a lack of understanding (see step 3e). <p>d) If the evidence suggests that the suspected breach was due to inadequate understanding of academic integrity conventions, including correct referencing and/or sharing of information:</p> <ul style="list-style-type: none"> • The Academic Course Manager/VET Course Coordinator and the teacher establish whether: <ul style="list-style-type: none"> ○ the student should be referred to Student Life for academic support; ○ the assessment should be re-submitted with correct referencing and/or recognising the work/contribution of other students; or <ul style="list-style-type: none"> ○ for Higher Education, a reduced mark should be allocated, based on relevant assessment criteria. • The Academic Course Manager/VET Course Coordinator: <ul style="list-style-type: none"> ○ Within five (5) working days of the previous meeting convenes a meeting with the student and teacher/assessor; ○ Advises the student their referencing and/or sharing of information was inappropriate; ○ Advises the student of the correct procedure and student behaviour; ○ Requests the student to re-submit the assessment with the correct referencing and/or recognising the work of other students. 	<p>Teacher/Assessor</p> <p>VET Course Coordinator/ Academic Course Manager</p> <p>VET Course Coordinator/ Academic Course Manager</p>

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<ul style="list-style-type: none"> ○ For Higher Education, advises the student that the maximum grade that can be awarded for a resubmitted assessment 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 assessment and re-submits work as advised within 5 working days • If the student does not resubmit the work, a fail will be recorded for that assessment. <p>The Teacher/Assessor:</p> <ul style="list-style-type: none"> • Records the result for the assessment task. <p>e) If the evidence suggests that the suspected breach of academic integrity <i>was not</i> due to inadequate understanding of academic integrity conventions, including correct referencing and/sharing of information.</p> <p>The Academic Course Manager/VET Course Coordinator will:</p> <ul style="list-style-type: none"> • Within five (5) working days convene a meeting with the teacher/assessor to document details of the suspected breach of academic integrity; and • Convene a meeting with the Teaching Manager, Head of Department or Faculty Dean to apprise them of the situation and supply them with the relevant documentation. <p>The Teaching Manager/ Head of Department/Academic Unit Dean:</p> <ul style="list-style-type: none"> • Will contact the student within two (2) days in writing with details of the suspected plagiarism, collusion or cheating including any evidence; • Will convene a meeting of the student, the student’s support person (the support person can be a friend, family member, partner or from Student Life but not a registered legal practitioner or a person acting the capacity of a lawyer), the Academic Course Manager/VET Course Coordinator and the teacher/assessor within five (5) working days of the previously held Academic Course Manager/VET Course Coordinator meeting; ○ The student may be questioned and will have the right to ask questions of the panel or offer an explanation to the panel; ○ The student and their support person will not be present when the panel decides on the outcome of their investigation; ○ During the discussions the principle of “balance of probabilities” will apply; ○ If, on the balance of probabilities, the available evidence is not sufficient to indicate a breach of academic integrity, no 	<p>Student</p> <p>Teacher/Assessor</p> <p>VET Course Coordinator/ Academic Course Manager</p> <p>Teaching Manager/Head of Department/Academic Unit Dean</p>

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<p>further action will be taken;</p> <ul style="list-style-type: none"> ○ If, on the balance of probabilities, the available evidence is sufficient to indicate a deliberate breach of academic integrity, and the allegation is proven, then the student may incur a penalty; ○ The panel will decide the penalty based on any Aggravating and Mitigating Factors as outlined in Step 4; ○ The Teaching Manager/Head of Department/Academic Unit Dean on behalf of the panel will notify the student in writing of the penalty, including reasons for the decision, within five (5) working days of the meeting to determine the outcome; ○ The communication to the student must advise the Appeals Process. <p>Academic Misconduct Register All breaches of academic integrity must be recorded on the Academic Misconduct Register.</p>	<p>Teaching Manager/Head of Department/Academic Unit Dean</p>
<p>4. Penalties associated with intentional and/or repeat cases of academic misconduct</p> <p>Any case in which a student is found to have breached academic integrity and will carry a penalty. The following penalties are available:</p> <ul style="list-style-type: none"> • Reprimand with a written warning and opportunity to resubmit and mandate training on academic integrity; • Record a minimum pass grade for that assessment and mandate training on academic integrity • Record a zero-mark, failure or unsatisfactory outcome for that assessment task and mandate training on academic integrity; • Record a failure for part of the assessment and mandate training on academic integrity • Record a failure or Not Competent result for that unit or subject and require the student to sign a learner commitment acknowledging their misconduct before they can re-enrol; • Cancel the results of all enrolled units/subjects for the semester and issue a final warning in writing; • Cancel the results for all enrolled units/subjects for the academic year; • Suspend from the course for up to 1 year; • Terminate the student’s enrolment; • A combination of the above. 	<p>Responsible Parties</p>

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<p>The impact of aggravating factors as listed below (but not limited to) may influence the penalty imposed:</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 can include (but are not limited to):</p> <ul style="list-style-type: none"> • First year student; • Offence not pre-meditated; • Role played by other offenders if involved; • Offender under duress, but not sufficient to constitute a defence; • Degree of remorse and cooperation shown; • Willingness to seek assistance to avoid further breaches; • The plagiarism was only a minor part of the work submitted for assessment. 	
<p>5. Appealing against a penalty for a breach of academic integrity</p> <p>An appeal may be lodged to the Director of Academic Quality in writing to reconsider a decision made under this policy and procedure, where the complainant believes there has been procedural unfairness or that the judgement was harsh, unjust or unreasonable.</p> <p>Students within five (5) working days of the date of being notified in writing that they have been penalised for a breach of academic integrity may:</p> <ul style="list-style-type: none"> • Seek advice about an appeal from BHI's Student Support Services; • Put the appeal in writing to the Director Academic Quality and include: <ul style="list-style-type: none"> ○ student name and address ○ name of course ○ grounds for appeal. <p>On receipt of an appeal, the Director Academic Quality within two (2) working days acknowledges the appeal via email to the student.</p> <p>The Director Academic Quality within ten (10) working days of receiving an appeal:</p>	<p>Student</p>

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<ul style="list-style-type: none">• Sets up an Appeals Committee;• Writes to the student, giving at least five (5) working days' notice of the date, time and venue for the appeal hearing and informing them of their right to have a support person (who may not be a registered legal practitioner or a person acting in the capacity of a lawyer) present and/or attend the appeal; <p>The Appeals Committee consists of:</p> <ul style="list-style-type: none">• The Director Academic Quality, as Chair;• A Manager from an Academic Unit other than that in which the student is enrolled;• A teacher from an Academic Unit other than that in which the student is enrolled;• A representative from Student Life;• The Registrar who acts as an Executive Officer to the Appeals Committee but is not a member of the committee. <p>The Appeals Committee:</p> <ul style="list-style-type: none">• Meets and determines whether there are grounds for an appeal;• Interviews the applicant and the original decision maker and teacher, if necessary, and:<ul style="list-style-type: none">○ disallows the appeal and confirms the previous decision, or○ allows the appeal and amends the penalty, or○ allows the appeal and amends the outcome to be that the allegation of a breach was not proven; or○ if procedural unfairness was established, allows the appeal and refers the matter back to the original decision maker for re-hearing in whole or in part.• Writes to the applicant and informs them of the decision of the Appeal Committee including the reason(s) for the decision and external avenues of appeal• Writes to the Teaching Manager/ Academic Unit Dean and informs them if the penalty does not stand, and if previously denied the test, examination or assessment should be remarked and appropriate grade recorded for the student;• The decision of the Appeals Committee is final with no further internal avenue for appeal by the teacher or student. <p>The Original Decision Maker:</p> <ul style="list-style-type: none">• May be required to answer questions concerning the original meeting that determined the outcome of the alleged breach of academic integrity;• Advises the Director Academic Quality if they wish to provide relevant supporting evidence at the hearing of the	<p>Director Academic Quality</p> <p>Appeals Committee</p>

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<p>Appeals Committee;</p> <ul style="list-style-type: none"> • Advises the Director Academic Quality if they wish to make a verbal presentation to the Appeals Committee. <p>The Appeals Committee may proceed to hear and determine an appeal despite the failure of the student concerned or their representative to appear.</p> <p>The Director of Academic Quality will write to the student within ten (10) working days advising them of the decision of the Appeals Committee.</p> <p>The Registrar within ten (10) working days of the hearing will forwards a copy of the minutes, which includes the recommendations, to the relevant Teaching Manager/ Academic Unit Dean and Appeals Committee members.</p>	<p>Teaching Manager/Head of Department/Academic Unit Dean</p> <p>Director Academic Quality</p> <p>Registrar</p>
<p>6. Recording instances of Academic Misconduct</p> <p>(a) All documentation associated with breaches of academic integrity will be stored in a secure and confidential manner for a period of 7 years.</p> <p>(b) All instances of academic misconduct are to be recorded on the course-level Academic Misconduct Registers.</p> <p>(c) Academic Quality is responsible for maintaining the Higher Education Academic Integrity Central Database which aggregates the course level Academic Misconduct Registers.</p> <p>(d) At the end of each teaching semester an academic misconduct summary report is to be tabled at the Higher Education Board of Studies (HEBoS) and the Vocational Education and Training Board of Studies (VETBOS) outlining the types of breaches, penalties applied and any assessment issues.</p>	<p>Teaching Manager/ Head of Department/Academic Course Manager</p> <p>Director Academic Quality</p> <p>Manager Higher Education and Learning Partnerships/ Director VET</p>

7 Related Documents

Documents, Standards and reference material associated with this procedure include:

- Academic Integrity Policy
- 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

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7.1 Documents

Document Identifier	Title
	Higher Education Academic Misconduct Register
	BHI/CAE VET Academic Misconduct Register

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

8 Process Flowcharts

Nil

9 Procedure Owner

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

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

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

10 Approval Body

The CEO is the approval body.

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