

Academic Integrity Procedure PRO-QAL-034

Public facing? Y

1. Related Policy

Academic Integrity Policy (POL-QAL-034)

2. Purpose

These procedures:

- detail Box Hill Institute's (BHI) approach to ensuring academic integrity among students and clearly defining the expectations for both staff and students in maintaining the highest academic standards.
- stress the significance of students presenting authentic work and properly citing others' contributions.
- elaborate on the role of BHI staff in supporting students, rigorously detecting breaches of academic integrity, and addressing those breaches consistently.

3. Scope

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

The procedures apply to:

- all aspects of academic integrity including (but not limited to) plagiarism, collusion, contract cheating, examination cheating, and academic fraud (including falsification of documentation)
- breaches in academic integrity standards.

4. Procedure

Instances of academic misconduct, including plagiarism are treated as serious incidents of student misconduct.

4.1. Informing students about their responsibilities in relation to academic integrity expectations at BHI.

Step	Action	Accountability
4.1.1	Make available all information relating to expectations of academic integrity on the BHI Learning Management System.	Director Teacher Development and Innovation or Executive Director Academic Governance
4.1.2	Publish information about the Academic Integrity policy and procedure on the BHI website.	Director Marketing
4.1.3	Include information about Academic Integrity at Course Induction and Unit Induction.	Person conducting induction sessions

Step	Action	Accountability
4.1.4	Provide training to all educators and library staff in academic integrity and the requirements of the Academic Integrity Policy and Academic Integrity Procedure.	Director Teacher Development and Innovation
4.1.5	Ensure students: <ul style="list-style-type: none"> are informed about: <ul style="list-style-type: none"> the expected conventions, within an Australian educational framework, for authorship the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline, the responsible and ethical use of artificial intelligence tools potential actions and penalties in suspected cases of breaches of academic integrity clearly understand when it is appropriate to collaborate in the preparation and submission of assessments and when it is not receive clear written instructions about the expectations of behaviour when undertaking tests and exams, especially what material may and may not be taken into an exam/test. 	Educators
4.1.6	Ensure: <ul style="list-style-type: none"> knowledge of the Academic Integrity Policy and Procedure and Higher Education Academic Integrity Work Instruction within the teaching body (including sessional staff) the faculty has processes to implement the Academic Integrity Policy and Procedure and follow the Higher Education Academic Integrity Work Instruction Academic staff, including sessional staff, complete professional development activities and induction programs that include advice on: <ul style="list-style-type: none"> recognising and preventing breaches of academic integrity understanding the different learning styles of student cohorts including neurodiverse and international students approaches to assessment that minimise the possibility for students to breach academic integrity employees incorporate advice as to what constitutes academic conventions within their area of teaching and assessment, including the use of artificial intelligence tools 	Teaching Managers Academic Course Managers Heads of Departments Faculty Directors Dean

Step	Action	Accountability
	<ul style="list-style-type: none"> advice on academic integrity is incorporated into all relevant Academic Unit publications, including handbooks, unit/subject guides or equivalent information, and distributed to students and updated at least annually. 	
4.1.7	Ensure that the Academic Integrity policy and procedure are accessible via the BHI website and StudentWeb, annually.	Associate Director Student Life
4.1.8	<p>Conform to the expected conventions of authorship and the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline, including artificial intelligence tools.</p> <p>Submit work for assessment that is wholly their own.</p> <p>Not engage in self-plagiarism by submitting work for assessment that has been submitted for assessment in another unit by the student or another student.</p> <p>Take all reasonable steps to ensure their work cannot be accessed by others who might seek to submit it, in whole or in part, as their own</p> <p>Submit assessments, including logbooks and group work, that are not electronic, 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 BHI policy and procedure on academic integrity</p> <p>Complete an electronic self-declaration statement for each submission of an online assessment.</p>	Students

4.2. Process for avoiding breaches of academic integrity

Step	Action	Accountability
4.2.1	<p>Ensure assessments, including logbooks 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 BHI policy and procedure on academic integrity</p> <p>Participate in moderation or validation of assessments regularly</p> <p>Identify student learning support needs and where required refer students to Student Life for appropriate learning support.</p>	Educator

4.3. Process when a breach of academic integrity is suspected or identified

Step	Action	Accountability
4.3.1	Present evidence of suspected/actual academic misconduct to the learner as soon as possible and discuss the matter to establish fact	Educator

	<p>when breaches of academic integrity are suspected, including the inappropriate use of artificial intelligence tools.</p> <p>Allow students the opportunity to respond to the suspected breaches of academic integrity.</p> <p>Record students' responses to questions.</p>	
4.3.2	Notify the Academic Course Manager or the VET Course Co-ordinator within 2 business days if the concern is not resolved.	Educator
4.3.3	Advise the parent/guardian that a matter of academic misconduct is under consideration if the learner is under 18.	VET Course Co-ordinator / Academic Course Manager

4.4 Breach of academic integrity due to poor academic practice

Step	Action	Accountability
4.4.1	<p>Review the evidence and determine next steps:</p> <p>If it suggests that the suspected breach was due to inadequate understanding of academic integrity conventions, including correct referencing and/or sharing of information establish whether:</p> <ul style="list-style-type: none"> the student should be referred to Student Life for academic support the breach was a first offence the assessment should be re-submitted with correct referencing and/or recognising the work/contribution of other students a reduced mark should be allocated, based on relevant assessment criteria (Higher Education only) <p>Convene a meeting within five (5) working days of the previous meeting with the student and educator and:</p> <p>If the breach is a first offence and is minor (e.g. poor paraphrasing, affecting minimal content of assessment) an educative approach may be taken:</p> <ul style="list-style-type: none"> mandatory academic training is provided the assessment may be re-submitted for grading, or a reduced mark should be allocated, based on relevant assessment criteria (Higher Education only) <p>If the breach is not a first offence:</p> <ul style="list-style-type: none"> advise the student their referencing and/or sharing of information was inappropriate advise the student of the correct procedure and student behaviour 	VET Course Co-ordinator / Academic Course Manager

Step	Action	Accountability
	<ul style="list-style-type: none"> request the student to re-submit the assessment with the correct referencing and/or recognising the work of other students advise the student that the maximum grade that can be awarded for a resubmitted assessment is a pass grade of 50% (Higher Education only) advise the student of their reduced/revised mark (Higher Education only). 	
4.4.2	Re-reference or revise the assessment and submit assessment within 5 working days of the meeting with VET Course Co-ordinator / Academic Course Manager.	Student
4.2.3	Complete assessing as per Assessment Policy. Record a fail or NC for the assessment where the student does not resubmit the assessment in the required timeframe.	Educator

4.5 Breach of academic integrity not related to poor academic practices

Step	Action	Accountability
4.5.1	<p>Convene a meeting with the educator to document details of the suspected breach of academic integrity; within five (5) working days of becoming aware of the suspected breach of academic integrity and</p> <p>Convene a meeting with the Teaching Manager, Department Manager or Faculty Dean/Director to apprise them of the situation and supply them with the relevant documentation</p>	VET Course Manager/ Academic Course Manager
4.5.2	<p>Contact the student within two (2) days of the meeting with the VET Course Manager/Academic Course Manager with details of the suspected breach of academic integrity and advising a support person may attend any meeting.</p> <p>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 Co-ordinator and the teacher/assessor within five (5) working days of the previously held Academic Course Manager/VET Course Co-ordinator meeting.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <i>The student may be questioned and will have the right to ask questions of the panel or offer an explanation to the panel</i> <i>The student and their support person will not be present when the panel decides on the outcome of their investigation</i> 	VET Course Manager/ Academic Course Manager

Step	Action	Accountability
	<ul style="list-style-type: none"> 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 further action will be taken 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 (see below) The panel will decide the penalty based on any Aggravating and Mitigating Factors as outlined below <p>Where the breach of academic integrity is not substantiated Confirm with the student that the matter is closed, and the student’s records will not have any mention of alleged academic misconduct.</p> <p>Where the breach of academic integrity is substantiated</p> <ul style="list-style-type: none"> advise the student deem the assessment event as unsatisfactory with re-sit permitted at the discretion of the Course Manager and Head of Department advise the student of the option to re-enrol if necessary refer student, and parent/guardian where relevant, to the Student Code of Conduct and discuss any disciplinary procedure: <p>Notify the student in writing of any penalty, including reasons for the decision, within five (5) working days of the meeting to determine the outcome.</p> <p>Advise the student of the appeals process.</p> <p>Record the breach of academic integrity in the Academic Integrity Register.</p>	

4.6 Recording instances of Academic Misconduct

Step	Action	Accountability
4.6.1	<p>Retain and store all documentation associated with proven and unproven breaches of academic integrity in a secure and confidential manner in accordance with BHI’s Records Management Policy and Retention Schedule for Teaching and Learning Records.</p> <p>Record all instances of academic misconduct in the course-level Academic Misconduct Registers.</p>	<p>Teaching Manager</p> <p>Head of Department</p> <p>Academic Course Manager</p>
4.6.2	Maintain the Higher Education Academic Integrity Central Database aggregating the course level Academic Misconduct Registers.	Manager Quality – Higher Education

Step	Action	Accountability
4.6.3	Table an academic misconduct summary at the Higher Education Board of Studies (HEBoS) annually, and the Vocational Education and Training Board of Studies (VETBOS) at the end of each teaching semester, outlining the types of breaches, penalties applied and any assessment issues.	Manager Quality – Higher Education Director Academic Quality

4.7 Academic Appeals

Step	Action
4.7.1	As per Academic Appeals Policy and Procedure

5. Context and related documents

5.1. External

- 5.1.1. *Australian Sex Discrimination Act 1984* (Cth)
- 5.1.2. Higher Education Standards Framework (Threshold Standards) 2021
- 5.1.3. *Information Privacy Act 2000* (Cth)
- 5.1.4. *Privacy Act 1988* (Cth)
- 5.1.5. *Privacy and Data Protection Act 2014*
- 5.1.6. Standards for Registered Training Organisation 2015 or its successor
- 5.1.7. *Tertiary Education Quality and Standards Agency Act 2011*
- 5.1.8. *Victorian Equal Opportunity Act 2010*
- 5.1.9. Skills First Funding Contract
- 5.1.10. VRQA Guidelines Non-School Senior Secondary Educational Provider: Minimum Standards for Registration to provide an accredited Senior Secondary Course

5.2. Internal

- 5.2.1. Conduct of Examinations Policy
- 5.2.2. Conducting Assessment (VET) Policy
- 5.2.3. Complaint: Student, Customer, Client and Stakeholder Policy
- 5.2.4. Assessment (Higher Education Assessment) Policy
- 5.2.5. Assessment (VET) Policy
- 5.2.6. Academic Integrity Policy
- 5.2.7. Student and Customer Complaints and Appeals Policy
- 5.2.8. Assessment Appeals Procedure
- 5.2.9. Higher Education Academic Integrity Work Instructions
- 5.2.10. Records Management Policy
- 5.2.11. Retention Schedule for Teaching and Learning Records

6. 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.
Academic Misconduct	Any conduct that is dishonest or unfair in connection with any academic work undertaken. This includes, but is not limited to; tests, examinations, or other supervised assessment activity; the preparation or presentation of any assessed item of work; the conduct of research or any other similar academic activity. It includes collusion, plagiarism, deception and cheating, and assisting or enabling another learner to perform these activities. Academic misconduct also extends to using computer systems able to perform tasks normally requiring human intelligence and preventing another learner from accessing material required for study or assessment purposes.
Artificial intelligence	Computer systems able to perform tasks normally requiring human intelligence. Generative artificial intelligence is a type of artificial intelligence model capable of generating text, images, code, video and/or audio.
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 assessment, examination, test or creative or non-text assessment.
Contract cheating	Is when a student arranges for someone else—such as a person, business, or online service—to complete an assessment task on their behalf, and then submits that work as their own. This includes paying for, trading, or otherwise outsourcing assignments, reports, projects, or any other form of assessment work. Students who facilitate contract cheating—such as completing an assessment on another student's behalf, or by providing documents to an online service—may be a party to contract cheating. Contract cheating is a serious breach of academic integrity and can have serious academic and professional consequences. Students are expected to develop skills and knowledge through their own effort to build their

Term	Definition
	capability. Contract cheating undermines graduate outcomes and can result in reputational damage to the individual and the Institute
Cooperative Learning	Is the informal process of learners interacting to enhance their learning outcomes and is encouraged.
Plagiarism	To take someone's words, ideas or other materials (e.g. non text and creative assessment types) and present them as your own with or without their consent, by incorporating it into your work without full acknowledgement.
Self-plagiarism	To resubmit a piece of work for assessment and credit after it had been submitted for assessment in another unit or course.


7. Review

This procedure must be reviewed no later than 1 year from the date of endorsement. The procedure will remain in force until such time as it has been reviewed and re-approved or rescinded. The procedure may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

8. Originator

Name/Title	Date Endorsed	Signature
Mick Blake, Manager Quality – Higher Education	23/04/2025	

9. Approval

Name/Title	Date Approved	Signature
Susan Spozetta, Executive Director Academic Governance	28/04/2025	

10. Document Control and Update History

Version	Date	Amended by	Summary of and reasons for updates
1.0	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

Version	Date	Amended by	Summary of and reasons for updates
2.0	26/11/2019	Manager Higher Education & Learning Partnerships	New template; 3 year cycle review; update to position descriptions; updated Sections 6 and 7
3.0	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.
4.0	March 2025	Senior Advisor, Compliance and Assurance	Review to update and ensure alignment to relevant legislative and regulatory requirements and BHI business practices and adopt improved templates.