

Academic Integrity Policy

POL-QAL-034

Public facing? Y

1. Purpose

To provide a systemic approach to academic integrity and expectations of staff and students in upholding the highest academic standards in learning, teaching and academic endeavours.

This policy defines Box Hill Institute (BHI) 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 addressing those breaches consistently.

2. Scope

This policy 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.

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) and is aimed at prescribing consequences and methods to address breaches in academic integrity standards.

3. Policy Statement

Academic integrity is crucial for maintaining the standards and reputation of BHI, its staff, and students, and is implemented according to the **Academic Integrity Procedure**. BHI is dedicated to preventing unfair advantages through plagiarism, collusion, cheating, contract cheating, or academic fraud.

The policy aligns with the Higher Education Standards Framework (Threshold Standards) 2021 and to the Assessment Principles set out in the Standards for Registered Training Organisations 2015 or its successor.

All academic staff are trained in academic integrity and familiar with relevant policies, procedures, and support systems.

Students are educated about academic integrity and the consequences of breaches.

Established practices, tools, and systems are in place to identify and address plagiarism, collusion, cheating, contract cheating, and fraud, ensuring quality assessment protocols.

Allegations of breaches are identified, investigated, classified, managed, and reported according to the Academic Integrity Procedure.

Documentation is clear and comprehensive to ensure transparency and allow for effective review and appeal.

There is an expectation that students will prepare and submit assessment work which:

- is their own
- acknowledges the work of others

- is authentic and completed without access to artificial intelligence tools unless specific permission is given by the educator with relevant referencing

Acts of academic misconduct will be investigated thoroughly to assess the need for additional student support. Penalties will be imposed only where an educative approach has been first considered, or in serious and/or deliberate cases of academic misconduct.

Academic misconduct is considered a serious incident, and disciplinary procedures apply. Refer: Student Conduct Policy.

Support services are available to all students to develop academic writing, research and attribution/citation skills.

Students will be made aware of this policy through published materials, orientation, and induction programs and ongoing access to academic support services.

Information regarding academic integrity will be published on the BHI website.

Students will make a declaration for each assessment task that the work submitted is their own work.

Decisions on breaches can be appealed on grounds of procedural unfairness or if the judgement is considered harsh, unjust, or unreasonable.

3.1 Penalties for proven breaches of academic integrity

Any case in which a student is found to have breached academic integrity will carry a penalty.

The following penalties are available for minor or major breaches of academic integrity:

For first offence minor breaches of academic integrity (e.g. poor paraphrasing, affecting minimal content of assessment):

- an educative approach is used with mandated academic integrity training and a warning about the consequence of future breaches
- proportionate grade penalties apply

Further minor breaches of Academic Integrity:

- reprimand with a written warning and opportunity to resubmit and mandate training on academic integrity or,
- record a minimum pass grade for that assessment and mandate training on academic integrity, or
- record a failure for part of the assessment and mandate training on academic integrity, or
- a combination of the above.

Major breach of Academic Integrity (e.g. repeat offence, contract cheating, extent of plagiarism):

- record a zero-mark, failure or unsatisfactory outcome for that assessment task 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.

The impact of aggravating factors as listed below (but not limited to) may influence the penalty imposed:

- 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.

Mitigating Factors can include (but are not limited to):

- 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.

4. Responsibilities

4.1. Students

Students are responsible for:

- becoming familiar with and developing good practices in maintaining academic integrity
- knowing the standards of behaviour expected from students and the disciplinary procedures the Institute will take for academic misconduct
- always acting with academic integrity during any kind of assessment activity, industry placement and collaborative activities
- completing declarations confirming assessments are the student's own work
- ensuring that all sources of information are appropriately acknowledged

- taking all reasonable precautions to ensure work cannot be copied by other students
- not providing a copy of assessments to another student.

4.2. Educators

Individual educators are responsible for:

- providing learners with course-specific examples of good practice demonstrating academic integrity and referencing techniques
- ensuring that only assessment accompanied by a completed copy of the student declaration (and sent from a recognised email address in the case of email submission), is accepted
- being vigilant in the detection of plagiarism or potential misuse of artificial intelligence
- being aware of, and respect, the practices of other cultures / cultural backgrounds
- providing transparent and consistent feedback to learners about issues relating to referencing and academic integrity
- setting a good standard of academic integrity through their own teaching practice
- ensuring learners understand the difference between cooperative learning, group work and collusion.
- Notifying the relevant Teaching Manager or Academic Course Manager of any suspected or actual breaches of academic integrity.

4.3 Teaching or Academic Course Manager/Head of Department/ Dean

The relevant Teaching or Academic Course Manager/Head of Department/ Dean are responsible for:

- assisting educators to thoroughly understand academic integrity and academic misconduct
- ensuring consistent department messaging to students about expected academic integrity and consequences of academic misconduct
- investigating all allegations of academic misconduct in their delivery area
- deciding whether academic misconduct has occurred and if any disciplinary action is required
- deciding whether the student is given a chance to re-sit the assessment, complete another assessment task or be deemed not satisfactory without an opportunity for a re-sit
- sharing successful strategies for managing academic misconduct as part of regular teaching area team meetings
- communicating with relevant parties regarding disciplinary action where academic misconduct is substantiated
- recording outcomes in the Academic Integrity Register
- Determining appropriate penalties.

4.4 Library Services

Library Services are responsible for:

- assisting academic staff and students to understand academic integrity and academic misconduct
- providing guidance on intellectual property (IP) rights and responsibilities
- providing students with course-specific examples of good practice demonstrating academic integrity and referencing techniques

4.5 Literacy and Numeracy Support

Literacy and Numeracy support (LN Support) are responsible for tailored assistance to improve academic writing skills.

5. Context and related documents

5.1. Legislation

- 5.1.1. *Australian Sex Discrimination Act 1984* (Cth)
- 5.1.2. *Information Privacy Act 2000* (Cth)
- 5.1.3. *Privacy Act 1988* (Cth)
- 5.1.4. *Privacy and Data Protection Act 2014*
- 5.1.5. *Tertiary Education Quality and Standards Agency Act 2011*
- 5.1.6. *Victorian Equal Opportunity Act 2010*

5.2. External

- 5.2.1. Skills First Funding Contract
- 5.2.2. Higher Education Standards Framework (Threshold Standards) 2021
- 5.2.3. Standards for Registered Training Organisation 2015 or its successor
- 5.2.4. VRQA Guidelines Non-School Senior Secondary Educational Provider: Minimum Standards for Registration to provide an accredited Senior Secondary Course

5.3. Internal

- 5.3.1. Academic Appeals Policy
- 5.3.2. Conduct of Examinations Policy
- 5.3.3. Conducting Assessment (VET) Policy
- 5.3.4. Complaints, Concerns, Appeals and Reviews Policy
- 5.3.5. Higher Education Assessment Policy
- 5.3.6. Academic Integrity Procedure
- 5.3.7. Complaints, Concerns, Appeals and Reviews Procedure
- 5.3.8. Conduct of Examinations Procedure
- 5.3.9. Conducting Assessment (VET) Procedure
- 5.3.10. Higher Education Assessment Procedure
- 5.3.11. Higher Education Academic Integrity Work Instructions

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 the misuse of Artificial 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	<p>An understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include:</p> <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	<p>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.</p> <p>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</p>

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.


7. Review

This policy must be reviewed no later than 1 year from the date of 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.

8. Originator

Name/Title	Date Endorsed	Signature
Mick Blake, Manager Quality – Higher Education	23/03/2025	

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
2.0	03/03/2020		Approved by CEO
2.1	03/08/2021	Academic Quality Assurance Officer	Minor administrative change to update Higher Education Standards Framework (Threshold Standards) 2021 in 10.2
3.0	08/12/2021	Manager, Higher Education Learning and Partnerships	Update to the purpose, scope, policy statement to include appeals and policy title to Academic Integrity

Version	Date	Amended by	Summary of and reasons for updates
4.0	24/05/2023	Senior Manager, Higher Education and Learning Partnerships	Update to include artificial intelligence tools and creative arts contexts
4.1	29/07/2024	Manager Quality – Higher Education	Update to include current definition of artificial intelligence
5.0	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.

Is a child-friendly version of this policy required? N

Has a Gender Impact Assessment been done? N