

Plagiarism, Collusion and Cheating Procedure - Box Hill Institute and CAE

Related Policy	Plagiarism, Collusion and Cheating Policy – BHI and CAE	
Procedure	Responsible	
<p>1. Informing students about their responsibilities in relation to plagiarism, collusion and cheating</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>b) 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. Once a piece of academic work has been submitted for assessment in one subject, then it cannot be submitted elsewhere for further credit, this is self-plagiarism;They 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;Assessment pieces, including log books and group work are submitted with an attached Assignment Attachment Sheet signed by the student(s) to attest that the work submitted is their own and that they are aware of the relevant Institute/CAE policy and procedure on plagiarism, collusion and cheating;Where the assignment is submitted online an electronic self-declaration is attached	<p>Teachers</p> <p>Students</p>	

<p>c) Teaching Operations Managers/Heads of Schools are responsible for ensuring that:</p> <ul style="list-style-type: none"> • The Plagiarism, Collusion and Cheating Policy and Procedure and Higher Education Academic Integrity Work Instruction are known within the teaching body (including sessional staff) and that the School has processes to implement the Policy and Procedure; • Academic professional development activities and induction programs for new teaching staff include advice on recognising and preventing plagiarism, cheating and collusion; understanding of the different learning styles of international students, and approaches to assessment that minimise the possibility for students to submit plagiarised material or engage in collusion; • Staff incorporate advice as to what constitutes academic conventions within their area of teaching and assessment; • Advice on plagiarism, collusion and cheating is incorporated into all relevant Centre publications, including the Centre handbook, unit/subject or equivalent information, and distributed to students 	<p>Teaching Operation Managers/Heads of Schools</p> <p>Executive Manager Student Support Services</p> <p>Teaching Operation Managers/Heads of Schools</p>
<p>d) The Executive Manager Student Support Services should:</p> <ul style="list-style-type: none"> • Ensure that reference to plagiarism, collusion and cheating is included into the online BHI and CAE Diary via the StudentWeb, annually 	
<p>e) Heads of Schools and Teaching Operations Managers should:</p> <ul style="list-style-type: none"> • Ensure that reference to plagiarism, collusion and cheating is inserted into Course Handbooks annually 	
<p>2. Process for avoiding plagiarism, collusion and cheating</p> <ol style="list-style-type: none"> a) Assessment pieces, including log books and group work, are submitted with an attached Assignment Attachment Sheet signed by the student(s) to attest that the work submitted is their own and that they are aware of the relevant Institute/CAE policy and procedure on plagiarism, collusion and cheating. b) Where possible assessment items are rotated. c) Assignments are randomly sampled for similarities and moderation of assessment regularly occurs. d) Student learning support needs are identified and where required students are referred to Student Services for appropriate learning support. 	<p>Teachers</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 Academic Course Manager (School of Higher Education) or the Course Coordinator.
- b) The Academic Course Manager/Course Coordinator must:
 - Within ten (10) 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;
 - 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
- c) If the evidence suggests that the plagiarism, collusion or cheating was due to inadequate understanding of correct referencing and/or sharing of information.

The Academic Course Manager/Course Coordinator within ten (10) working days of the previous meeting convenes a meeting with the teacher to establish:

- 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

The Academic Course Manager/Course Coordinator:

- 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

Course
Coordinator/Higher
Education
Academic Course
Manager

Course
Coordinator/
Higher Education
Academic Course
Manager

Student	Teacher/Assessor
---------	------------------

<p>correct referencing and/or recognising the work of other students; or</p> <ul style="list-style-type: none"> • 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> <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> <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 <i>was not</i> due to inadequate understanding of correct referencing and/sharing of information.</p> <p>The Academic Course Manager/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 Head of School of Higher Education to apprise them of the situation and supply them with the relevant documentation <p>The Teaching Operations Manager/Head of School of Higher Education:</p> <ul style="list-style-type: none"> • Will contact the student in writing with details of the suspected plagiarism, collusion or cheating including any evidence; • Will convene a meeting of the student, the student's advocate, the Academic Course Manager/Course Coordinator and the teacher/assessor within ten (10) working days of the previously held Academic Course Manager/Course Coordinator meeting; <ul style="list-style-type: none"> ○ 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 advocate 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; 	<p>Student</p> <p>Teacher/Assessor</p> <p>Student Administration</p> <p>Course Coordinator/ Higher Education Academic Course Manager</p> <p>Teaching Operations Manager/Head of School of Higher Education</p>
--	--

<ul style="list-style-type: none"> ○ If, on the balance of probabilities, the available evidence is not sufficient to indicate plagiarism, collusion or cheating no further action will be taken; ○ If, on the balance of probabilities, the available evidence is sufficient to indicate deliberate plagiarism, collusion or cheating then the student may incur a penalty; ○ The panel will decide the penalty based on any Aggravating and Mitigating Factors as outlined below; ○ The Teaching Operations Manager/Head of School of Higher Education on behalf of the panel will notify the student in writing of the penalty within ten (10) working days of the meeting to determine the outcome; ○ The student will be advised of the Appeals Process 	
<p>4. Penalties associated with plagiarism, collusion or cheating</p> <p>Any case in which a student has been involved in plagiarism or collusion is considered to be academic misconduct and may carry a penalty. The following penalties are available:</p> <ul style="list-style-type: none"> • Reprimand; • Record a failure for all or part of the assessment; • Cancel the results of all enrolled units/subjects for the semester; • Cancel the results for all enrolled units/subjects for the academic year; • Suspension from the course; • 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; • 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; 	<p>Responsible Parties</p>

Box Hill Quality System Version 1.2016
Category 1: Teaching and Learning
Note: This is an uncontrolled document when printed

<ul style="list-style-type: none"> • A representative from the Student Activities and Representative Committees (SARC); • The Registrar who acts as an Executive Officer to the Appeals Committee but is not a member of the committee <p>The Dean Teaching and Learning College may proceed to hear and determine an appeal despite the failure of the student concerned or their representative to appear.</p> <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 examiner/assessor, if necessary and: <ul style="list-style-type: none"> ○ disallows the appeal and confirms the previous decision, or ○ allows the appeal and determines that the student should not be penalised • Writes to the applicant and informs them of the decision of the Appeal Committee; • Writes to the Teaching Operations Manager/Head of School of Higher Education 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/Head of School of Higher Education and Appeals Committee members 		<p>Dean Teaching and Learning College</p> <p>Appeals Committee</p> <p>The Teacher</p> <p>Registrar</p>
Approval Body	CEO	
Related Forms	See linked forms below.	
Document ID	PROSA01A	



Linked Files

1. Plagiarism, Collusion and Cheating Policy – BHI and CAE
2. Conduct of Examinations Policy – BHI and CAE
3. Conducting Assessment (VET) Policy – BHI and CAE
4. BHI Group Student Grievance Policy
5. Conduct of Examinations Procedure – BHI and CAE
6. Conducting Assessment (VET) Procedure – BHI and CAE
7. BHI Group Student Grievance Procedure
8. Higher Education Academic Integrity Work Instruction