



# Plagiarism, Collusion and Cheating Policy – Box Hill Institute and CAE Version 1.0

**Authorised by:**

**Endorsed By:**

## 1 Purpose

To determine the policy and principles which apply to the prevention, detection and management of plagiarism, collusion and cheating

## 2 Scope

Applies to Box Hill Institute and CAE in relation to plagiarism, collusion and cheating.

## 3 Policy Statement

The Institute and CAE will establish practices to ensure that students do not gain unfair advantage by plagiarising, colluding or cheating at any time during their study program.

The Institute and CAE will establish practices that recognise and counter plagiarism, collusion and cheating in order to quality assure Box Hill Institute and CAE assessment protocols.

A comprehensive communication strategy will be in place to ensure that students are fully informed of plagiarism, collusion and cheating, and relevant prevention, detection and management strategies.

Allegations of plagiarism, collusion and cheating will be investigated and managed with due process and according to the principles of natural justice.

Documentation related to the investigation and management of plagiarism, collusion and cheating will be sufficiently clear and comprehensive to render decisions transparent and capable of effective review.

## 4 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

## 5 Definitions

Term	Definition
<b>Plagiarism</b>	is to take someone's words, ideas or other materials and present them as your own
<b>Collusion</b>	is 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"><li>• unauthorised and unacknowledged joint authorship in an assessment task</li><li>• unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment</li></ul>
<b>Cheating</b>	is to seek to obtain an unfair advantage in an examination or test.

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## 6 Related Procedures

The following procedures are linked below:

- Plagiarism, Collusion and Cheating Procedure – BHI and
- CAE Conduct of Examinations Procedure – BHI and CAE
- Conducting Assessment (VET) Procedure – BHI and CAE
- BHI Group Student Grievance Procedure

## 7 Related Operating Guidelines

Higher Education Academic Integrity Work Instruction

## 8 Related Forms

Nil

## 9 Related Legislation and Registration

### 9.1 Box Hill Institute Group

- Conduct of Examinations Policy – BHI and CAE
- Conducting Assessment (VET) Policy – BHI and CAE
- BHI Group Student Grievance Policy

### 9.2 External

- Privacy Act 1988 (Cth)
- Information Privacy Act 2000 (Cth)
- Victorian Equal Opportunity Act 2010
- Australian Sex Discrimination Act 1984 (Cth)

## 10 Records

Copies of formal documentation regarding plagiarism, collusion and cheating investigations, findings, outcomes and letters of communication between the teaching centre and the student will be kept by the teaching centre and the Registrar for a period of 7 years or at the discretion of the Registrar.

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

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

## 11 Review

This policy must be reviewed no later than three (3) years from the date of Board 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.

## 12 Approval Body

The Board is the approval body.

Owner	Author
Executive Director Academic Affairs (VET and Higher Ed)	Manager Higher Education and Learning Partnerships

## 13 Associated Files

1. Conduct of Examinations Policy – BHI and CAE
2. Conducting Assessment (VET) Policy – BHI and CAE
3. BHI Group Student Grievance Policy
4. Plagiarism, Collusion and Cheating Procedure – BHI and CAE
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