

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/Faculty Dean/Head 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 teaching Faculty 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>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) Faculty Dean/Head 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>Teaching Operation Managers/Faculty Deans/Head</p> <p>Executive Manager Student Support Services</p> <p>Teaching Operation Managers/ Faculty Dean/Head</p>
<p>2. Process for avoiding plagiarism, collusion and cheating</p> <p>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.</p> <p>b) Where possible assessment items are rotated.</p> <p>c) Assignments are randomly sampled for similarities and moderation of assessment regularly occurs.</p> <p>d) Student learning support needs are identified and where required students are referred to Student Services for appropriate learning support.</p>	<p>Teachers</p>
<p>3. Process when plagiarism, collusion or cheating is suspected or</p>	

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<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 Course Manager (Higher Education)/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 Faculty Dean/Head to apprise them of the situation and supply them with the relevant documentation <p>The Teaching Operations Manager/ Faculty Dean/Head:</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 Course Manager (Higher Education)/Course Coordinator and the teacher/assessor within ten (10) working days of the previously held Course Manager (Higher Education)/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; ○ If, on the balance of probabilities, the available evidence is not sufficient to indicate plagiarism, collusion or cheating no further action will be taken; 	<p>Student</p> <p>Teacher/Assessor</p> <p>Student Administration</p> <p>Course Coordinator/ Course Manager (Higher Education)</p> <p>Teaching Operations Manager/Faculty Dean /Head</p>
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<ul style="list-style-type: none"> ○ 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/Faculty Dean 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; • Role played by other offenders if others are involved; • Offender under duress, but not sufficient to constitute a defence; 	<p>Responsible Parties</p>

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Linked Files

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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