

Plagiarism, Collusion and Cheating Policy

This database of policies and procedures contains the current, official version of policies and associated procedures. Printing a policy or procedure or transferring a policy or procedure into another electronic format will result in the document being an uncontrolled copy that might not be current.

Purpose

To ensure that students do not gain unfair advantage by plagiarising, colluding or cheating at any time during their learning and assessment whilst being a student at Box Hill Institute. The policy will clearly describe the steps to be taken when plagiarism, collusion or cheating are suspected or identified.

To ensure that Box Hill Institute takes responsibility for informing students about what constitutes plagiarism, collusion and cheating in assessment.

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

Scope

This policy applies to all students enrolled in qualifications and courses delivered by Box Hill Institute.

Policy

The plagiarism, collusion and cheating policy and procedure quality assures teaching, learning and assessment at Box Hill Institute.

The Teaching Centre Manager and teaching staff are responsible for ensuring that the Plagiarism, Collusion and Cheating Policy is known within the teaching centre and that there exist appropriate processes to implement the policy.

Teaching Centres will ensure that adequate professional development activities and induction programs for teaching staff include advice on recognising and addressing plagiarism, collusion and cheating.

Teaching Centres will ensure that staff incorporate advice on plagiarism, collusion and cheating related to their areas of teaching and assessment and include opportunities for students to learn appropriate academic conventions and the rationale behind them in their teaching.

Teaching Centres will ensure that a statement on plagiarism, collusion and cheating, incorporating approved definitions and penalties, is included in all relevant Centre publications, including the centre handbook, unit guides and assignment cover sheets.

Teaching Centres must provide guidelines and advice on the preferred style of referencing and citing information in assessment pieces.

Teachers must not engage in any activity whereby they knowingly collude with students for the purposes of plagiarism and/or cheating on a set assessment task or during an examination or test.

Students of Box Hill Institute must avoid **plagiarism** by clearly referencing the use of words or ideas or other materials of other people in an acceptable format.

Students at Box Hill Institute must not present work done in **collusion** with another person or persons as solely their own work.

Students must not engage in any situation whereby the student knowingly attempts, or assists another student to attempt, to gain an unfair advantage by **cheating** during an examination or test.

Students must submit written assessment pieces, including log books and group work, with an attached Box Hill Institute 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 policy and procedure on plagiarism, collusion and cheating.

Definitions

Plagiarism – Is to take someone's words or ideas or other materials and present them as your own.

Collusion – Is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include.

- 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 in an examination – Is to seek to obtain an unfair advantage in an examination or test.

Referencing - Referencing is a standardised method of acknowledging the sources of information and ideas and other material used in an assignment.

Suspension – is exclusion from participating in Institute activities for a defined period.

Principles

Box Hill Institute requires students to submit work that is their own, and considers that plagiarism, collusion and cheating constitute academic misconduct for which penalties may be applied.

Box Hill Institute recognises its responsibility for educating students about what constitutes plagiarism or collusion and cheating in their particular discipline.

To ensure the integrity of its assessment processes and outcomes Box Hill Institute has established a procedure to recognise and counter plagiarism, collusion and cheating.

Countering plagiarism, collusion and cheating is the shared responsibility of staff and students.

Responsibilities

Teachers are responsible for explaining referencing, and for identifying and reporting plagiarism, cheating and collusion.

Course Leaders/Coordinators are responsible for investigating irregularities, recommending penalties, documenting incidents and informing Centre Managers of incidents.

The Registrar and Student Administration is exclusively responsible for ensuring entry of results onto the Student Management System (SMS) and sending out Statements of Results and issuing Awards.

The student references their work correctly, does not collude on assessments and does not cheat in examinations or tests and may appeal decisions

Centre Managers will convene a panel to investigate alleged plagiarism, collusion or cheating and penalise students.

In accordance with the Conduct of Examination Procedure **Exam/test supervisors** are responsible for observing, documenting and reporting alleged cheating in examinations or tests to the Centre Manager.

Executive Director, Learning and Academic Affairs convenes Appeals Committees and conducts appeals against penalties for plagiarism, collusion or cheating

The Registrar is the executive officer for appeals panels and notifies student of the outcome of appeals

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.

References and Compliance Requirements

External Examinations – General Instructions (OTTE)

Victorian Equal Opportunity Act 1995

Information Privacy Act 2000

Related Documents

Conduct of Examination Policy and Procedure

Student VET Assessment Policy and Procedure

Student Conduct Management Policy and Procedure

Grievance and Review of Academic and Non Academic Matters Policy and Procedure

Review

This policy must be reviewed no later than five (5) years from the date of CEO 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.

DOCUMENT CONTROL

Policy ID:	POLSA01
Classification:	Operational
Approved by:	CEO
Date Approved:	20 August 2007
Council Reference:	NA
Committee Reference:	Board of Studies
Prepared by:	Executive Director Learning and Academic Affairs
Accountable Manager:	Executive Director Learning and Academic Affairs