



Plagiarism, Collusion and Cheating in Assessment Procedure

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POLSA01 Plagiarism, Collusion and Cheating Procedure

The Procedure for Plagiarism, Collusion and Cheating consists of five (5) components.

1. [Informing students about their responsibility in relation to plagiarism, collusion and cheating](#)
2. [Avoiding plagiarism, collusion and/or cheating](#)
3. [Process when plagiarism, collusion and/or cheating is identified or suspected](#)
4. [Penalties associated with plagiarism, collusion and/or cheating](#)
5. [Appeals Process](#)

1. Informing students about their responsibility in relation to plagiarism, collusion and cheating

Teachers are responsible for:

- 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 potential actions and penalties in suspected cases of plagiarism or collusion
- 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

Students are responsible for ensuring that:

- 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
- they take all reasonable steps to ensure their work can not 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 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

Managers are responsible for ensuring that:

- the Plagiarism, Collusion and Cheating Policy and Procedure is known within the teaching body (including sessional staff) and that the Centre has processes to implement the Policy and Procedure
- academic professional development activities are promoted to all teaching staff 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 on what constitutes plagiarism related to their areas of teaching and assessment
- 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 distributed to students

The **Registrar** should:

- ensure that reference to plagiarism, collusion and cheating is inserted into the Student Diary annually.
- ensure that reference to plagiarism, collusion and cheating is inserted into the Course Handbook annually

2. **Avoiding plagiarism, collusion and cheating**

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The **teacher** should:

- ensure that assessment pieces, including log books and group work, are submitted 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
- randomly sample assignments for similarities and ensure regular moderation of assessment occurs
- identify student learning support needs and refer students to Student Services for appropriate learning support

3. **Process when plagiarism or collusion is identified or suspected**

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If a **teacher** 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 immediately notify the Course Leader /Coordinator

The **Course Leader/Coordinator** must:

- within five (5) 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 was due to inadequate understanding of correct referencing and/or sharing of information
- establish if the evidence suggest that the plagiarism was not due to inadequate understanding of correct referencing and/or sharing of information

If the evidence suggests that the plagiarism, collusion or cheating was due to inadequate understanding of correct referencing and/or sharing of information.

The Course Leader/Coordinator:

Within five (5) working days of the previous meeting convenes a meeting with the teacher to establish:

- should the assignment be re-submitted with correct referencing and/or recognising the work of other students; or
- should a reduced mark be allocated based on inappropriate referencing or collusion

The Course Leader/Coordinator:

- within five (5) working days convenes a meeting with the student
- request the teacher to attend the meeting
- advises the student their referencing and/or collusion was inappropriate
- advises the student of the correct procedure and student behaviour
- request the student to re-submit the assignment with the correct referencing and/or recognising the work of other students.; or
- advises the student of their reduced mark

The Student:

- Re-references or revises their assignment and re-submits work if required.

The Teacher:

- submits the result to Student Administration; or
- record the result on the Student Management System (SMS)

Student Administration:

- record the mark on the Student Management System
- produce a Statement of Results
- mail Statement of Results to the student

If the evidence suggests that the suspected plagiarism and/or collusion was not due to inadequate understanding of correct referencing and/sharing of information.

The Course Leader/Coordinator will:

- within five (5) working days convene a meeting with the teacher to document details of the suspected plagiarism or collusion; and
- convene a meeting with the Centre Manager to apprise them of the situation and supply them with the documentation

The Centre Manager:

- will contact the student in writing with details of the suspected plagiarism/collusion. The notification will detail the evidence pertaining to the material suspected of being plagiarised

- will convene a meeting within five (5) working days of the previous Course Leader/Coordinator meeting with the student, the student's advocate, the Program Coordinator and the teacher
- will advise the student of their right to bring to the meeting an advocate
- 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 their 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 no further action will be taken
- if, on the balance of probabilities, the available evidence is sufficient to indicate that material was deliberately plagiarised/collusion then the student may incur a penalty
- the panel will decide the penalty based on the table of Aggravating and Mitigating Factors in Part 4
- the Centre Manager on behalf of the panel will notify the student of the penalty within five (5) working days of the meeting of the outcome including details of any penalty
- the student is advised of the Appeals Process

4. Penalties associated with plagiarism or collusion

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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:

- 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
- termination of enrolment
- combination of the above

The impact of the factors listed below may influence the penalty imposed.

| Aggravating factors | Mitigating factors |
|---|---|
| <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 | <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 • Degree of remorse and cooperation shown • Willingness to seek assistance to avoid further misconduct • The plagiarism was only a minor part of the work submitted for assessment |

5. Appeals Process

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Appealing against a penalty for plagiarism, collusion or cheating

Students may appeal against a penalty imposed for plagiarism; collusion or cheating if they believe that:

- the Institute did not adequately consider their circumstances or used incorrect procedures
- there was personal bias or bad faith involved in the decision, or
- they were discriminated against (as specified by the Victorian Equal Opportunity Act 1995 or the Australian Sex Discrimination Act 1984)

Students within five (5) working days of being notified that they have been penalised for plagiarism, collusion or cheating may:

- seek advice about an appeal from the Institute's Student Support Services
- put the appeal in writing to the Registrar and include:
 - student name and address
 - name of course
 - grounds for appeal

Hearing appeals against a penalty for plagiarism, collusion or cheating

The **Executive Director, Learning & Academic Affairs** within three (3) days of receiving an appeal:

- sets up an Appeals Committee
- writes to the student, giving at least seven (7) days notice of the date, time and venue for the appeal hearing and informing them of their right to have an observer present and/or attend the appeal
- writes to the student within five (5) working days advising them of the decision of the Appeals Committee

The **Appeals Committee** consists of:

- the Executive Director, Learning & Academic Affairs
- a Manager from a Centre other than that in which the student is enrolled
- a teacher from a Centre other than that in which the student is enrolled
- 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

The **Executive Director, Learning & Academic Affairs** may proceed to hear and determine an appeal despite the failure of the student concerned or their representative to appear.

The Appeals Committee:

- meets and determines whether there are grounds for an appeal
- Interviews the applicant and the original examiner/assessor, if necessary
 - 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 Centre Manager 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

The **Teacher**:

- 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

The **Registrar** within five (5) working days of the hearing:

- is the Executive Officer for the Appeals Committee
- forwards a copy of the minutes, which includes the recommendations, to the relevant Teaching Centre Manager and the Appeals Committee members

Forms

NIL