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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To determine the policy and principles which apply to the prevention, detection and management of plagiarism, collusion and cheating.</th>
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<tbody>
<tr>
<td>Scope</td>
<td>Applies to Box Hill Institute and CAE in relation to plagiarism, collusion and cheating.</td>
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<tr>
<td>Policy Statement</td>
<td>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.</td>
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**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.

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<tr>
<th>Definitions</th>
<th>Plagiarism – is to take someone’s words, ideas or other materials and present them as your own.</th>
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<tbody>
<tr>
<td></td>
<td>Collusion – is an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include.</td>
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<td></td>
<td>• unauthorised and unacknowledged joint authorship in an assessment task</td>
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<td></td>
<td>• unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment</td>
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<td>Cheating -</td>
<td>is to seek to obtain an unfair advantage in an examination or test.</td>
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<table>
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<tr>
<th>Related Procedures</th>
<th>The following procedures are linked below:</th>
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<tbody>
<tr>
<td></td>
<td>• Plagiarism, Collusion and Cheating Procedure – BHI and CAE</td>
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<tr>
<td></td>
<td>• Conduct of Examinations Procedure – BHI and CAE</td>
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<tr>
<td></td>
<td>• Conducting Assessment (VET) Procedure – BHI and CAE</td>
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</tbody>
</table>
### Related Operating Guidelines

- BHI Group Student Grievance Procedure

### Related Forms

- NIL

### Related Policy, Legislation and Regulation

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

#### External
- Privacy Act 1988 (Cth)
- Information Privacy Act 2000 (Cth)

### 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.

### Review

This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.

### Approval Body

CEO

### Endorsement Body

Higher Education Board of Studies  
VET Board of Studies

### Document ID

To be inserted by Quality System Administrator

### Date Approved

Date of final approval inserted by Quality System Administrator

### Owner

Executive Director, Learning and Academic Affairs

### Author

Learning and Academic Support Manager  
Higher Education and Learning Partnerships Manager

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**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