

<ul style="list-style-type: none"> • 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 Registrar should:</p> <ul style="list-style-type: none"> • ensure that reference to plagiarism, collusion and cheating is inserted into the BHI Student Diary/CAE USB annually. • ensure that reference to plagiarism, collusion and cheating is inserted into the Course Handbook annually. 	Registrar
<p>2. 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 assessments 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 referred to Student Services for appropriate learning support.</p>	Teachers
<p>3. Process when plagiarism, collusion or cheating is suspected or identified</p> <p>a) If a teacher or assessor 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 Coordinator/Head of Higher Education.</p> <p>b) The Course Coordinator/Head of Higher Education must:</p> <ul style="list-style-type: none"> • 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. 	Teacher/Assessor Course Coordinator/ Head of Higher Education

<ul style="list-style-type: none"> • decide whether there is sufficient evidence to establish that the plagiarism, collusion or cheating <i>was due</i> to inadequate understanding of correct referencing and/or sharing of information. • establish whether there is sufficient evidence to suggest that the plagiarism, collusion or cheating was not due to inadequate understanding of correct referencing and/or sharing of information. 	
<p>c) If the evidence suggests that the plagiarism, collusion or cheating was due to inadequate understanding of correct referencing and/or sharing of information.</p> <p>The Course Coordinator/Head of Higher Education within five (5) working days of the previous meeting convenes a meeting with the teacher to establish:</p> <ul style="list-style-type: none"> • if the assignment should be re-submitted with correct referencing and/or recognising the work of other students; or • if a reduced mark should be allocated based on inappropriate referencing or collusion. 	<p>Course Coordinator/ Head of Higher Education</p>
<p>The Course Coordinator/Head of Higher Education:</p> <ul style="list-style-type: none"> • within five (5) working days convenes a meeting with the student and teacher/assessor • 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. 	<p>Course Coordinator/ Head of Higher Education</p>
<p>The Student:</p> <ul style="list-style-type: none"> • Re-references or revises the assignment and re-submits work as advised. 	<p>Student</p>
<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 (SMS). 	<p>Teacher/Assessor</p>
<p>Student Administration:</p> <ul style="list-style-type: none"> • records the mark on the Student Management System; • produces a Statement of Results; • mails Statement of Results to the student. 	<p>Student Administration</p>
<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 Coordinator/Head of Higher Education will:</p>	<p>Course Coordinator/ Head of Higher</p>

<ul style="list-style-type: none"> • within five (5) 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 Centre Manager to appraise them of the situation and supply them with the relevant documentation. 	Education
<p>The Teaching Centre Manager:</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 Coordinator/Head of Higher Education and the teacher/assessor within five (5) working days of the previously held Course Coordinator/Head of Higher Education meeting. • 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. • 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 Centre Manager on behalf of the panel will notify the student in writing of the penalty within five (5) working days of the meeting to determine the outcome. • the student will be advised of the Appeals Process. 	Teaching Centre Manager

4. Penalties associated with plagiarism, collusion or cheating

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.

<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; • 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. 	
<p>5. Appealing against a penalty for plagiarism, collusion or cheating</p> <p>Students may appeal against a penalty imposed for plagiarism; collusion or cheating if they believe that:</p> <ul style="list-style-type: none"> • 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). <p>Students within five (5) working days of being notified that they have been penalised for plagiarism, collusion or cheating may:</p> <ul style="list-style-type: none"> • seek advice about an appeal from the Institute's/CAE's Student Support Services. • put the appeal in writing to the Registrar and include: <ul style="list-style-type: none"> ○ student name and address ○ name of course ○ grounds for appeal 	Student

<p>The Executive Director, Learning & Academic Affairs within three (3) days of receiving an appeal:</p> <ul style="list-style-type: none"> • 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. <p>The Appeals Committee consists of:</p> <ul style="list-style-type: none"> • 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. 	<p>Executive Director - LAA</p>
<p>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.</p>	<p>Executive Director - LAA</p>
<p>The Appeals Committee:</p> <ul style="list-style-type: none"> • meets and determines whether there are grounds for an appeal; • Interviews the applicant and the original examiner/assessor, if necessary and: <ul style="list-style-type: none"> ○ 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. 	<p>Appeals Committee</p>
<p>The Teacher:</p> <ul style="list-style-type: none"> • 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. 	<p>The Teacher</p>
<p>The Registrar within five (5) working days of the hearing:</p> <ul style="list-style-type: none"> • forwards a copy of the minutes, which includes the 	<p>Registrar</p>

recommendations, to the relevant Teaching Centre Manager and Appeals Committee members.	
Approval Body	CEO
Document ID	PROSA01A

Linked Files

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