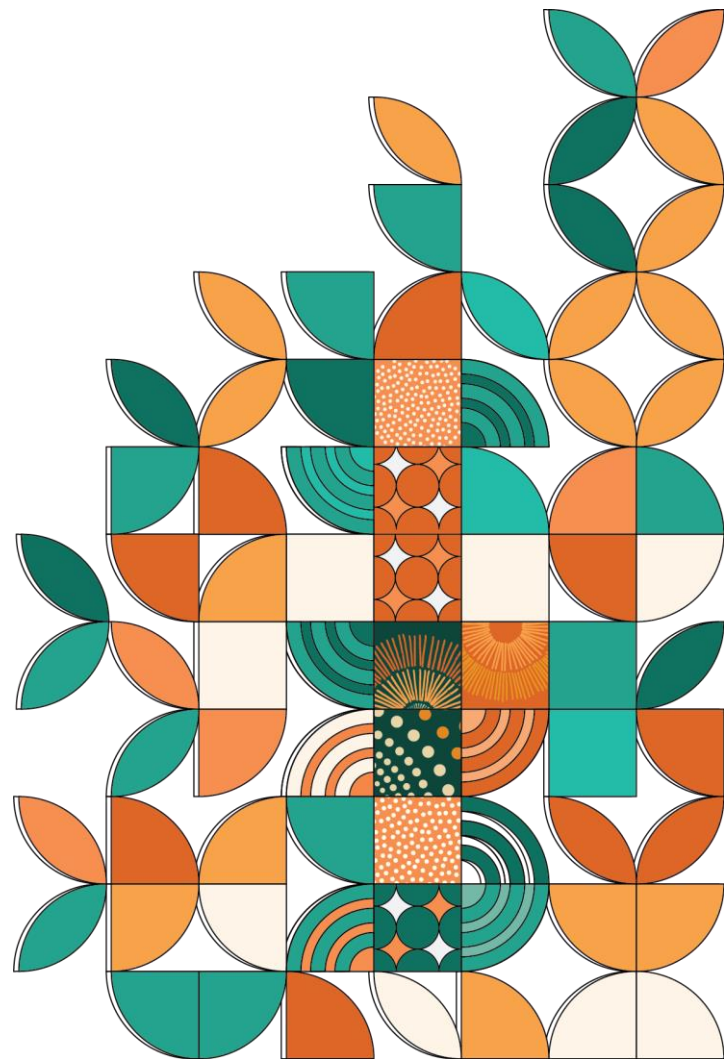


Plagiarism and Cheating Procedure



SECTION 1

1. Purpose

The purpose of this procedure is to define the system applied to:

- 1.1 Describe the responsibility for applying the Plagiarism and Cheating Policy;
- 1.2 Define plagiarism, collusion and cheating as applied within IHNA;
- 1.3 Provide guidelines to staff and students on maintaining academic integrity;
- 1.4 Describe the procedures for preventing cheating, collusion and plagiarism;
- 1.5 Provide the procedures for dealing with situations involving plagiarism, collusion and cheating;
- 1.6 Describe the penalties for plagiarism, collusion and cheating as applied by IHNA;
- 1.7 Describe the student's Right of Appeal.

2. Scope

- 2.1 The procedure applies to all students, trainer and assessors and student support staff.

SECTION 2

3. Definitions

- 3.1 **Plagiarism:** Students are required to submit their own work for assessment. The presentation of someone else's work, words or ideas as one's own is plagiarism and therefore unacceptable. Plagiarism can be deliberate or accidental. Whenever students use the words or ideas of another person in their work, they must acknowledge where it is originally taken from. Various forms of plagiarism include, but not limited to:
 - a. Downloading or copying any materials/ideas or part of it from an online source and submitting it as your own work without acknowledging;
 - b. Buying, stealing or borrowing any materials/ideas and submitting it as students' own work.
- 3.2 **Collusion** is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include:
 - a. Unauthorised and unacknowledged joint authorship in an assessment task;
 - b. Unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment.

3.3 Cheating is to act dishonestly or unfairly to gain advantage. It can also be defined as completing an assessment without a student's own effort and getting someone else to do the work. This is not an acceptable practice and will affect the progression of the course.

3.4 Cheating during an exam means breaking any examination rules and regulations. At the beginning of the exam the invigilator will inform the students of the applicable rules and regulations. Students must listen carefully to these instructions. Cheating is often, but not limited to:

- a. Bringing unauthorised material into an exam;
- b. Having access to unauthorised written notes or equipment in any form during the exam;
- c. Communicating with others during the exam by any means; or
- d. Copying or reading someone else's work during the exam;
- e. Refer to the Conduct of Examinations Policy and Procedure for further information.

3.5 Guidelines to students

- a. Students shall be provided with information about plagiarism, collusion and cheating in the following ways
 - Student Handbook;
 - During orientation session;
 - Policies section on the IHNA website.

4. Procedures for prevention and detection of Plagiarism, Collusion and Cheating

4.1 IHNA will inform students about cheating, collusion and plagiarism in several ways outlined in the "guidelines to students (section 9)" to make them aware of plagiarism, collusion and cheating and its consequences.

4.2 IHNA will require each student to complete an Assignment Cover Sheet that includes information on plagiarism, collusion and cheating and a signature from students indicating they have not cheated, colluded or plagiarised in their assessment. This is required to be completed by the student for each assessment task.

4.3 IHNA will include information about the importance of maintaining academic honesty in student information and assessment cover sheets.

4.4 IHNA will use the following strategies for preventing cheating and plagiarism:

- a. Designing assessment tasks that lessen the opportunity for cheating/plagiarizing;
- b. Asking students to provide evidence that they have not cheated/plagiarised by asking relevant questions, skill demonstrations and documentation;

- c. Ensuring that each individual participant in a group/ or collaborative assessment activity/task is assessed on all the requirements of the unit;
- d. IHNA expects all trainers/assessors to be aware of the potential of plagiarism and cheating and apply appropriate risk management strategies.

4.5 IHNA trainer/assessor will actively monitor students in class and/or online activities and/or during student assessments to detect any instance of plagiarism, collusion or cheating.

4.6 Trainers/Assessors will use Turnitin for originality checking and as a plagiarism prevention service.

5. Procedures for Dealing with Situations Involving Plagiarism, Collusion and Cheating

5.1 Any suspected case of plagiarism, collusion or cheating must be investigated by the Training Manager.

5.2 The principles of natural justice must be applied at all stages in the process. Any student suspected of plagiarising, colluding or cheating must be given a fair hearing and the opportunity to provide evidence of authorship.

5.3 If plagiarism, collusion or cheating is shown to have occurred, then the trainer/assessor, in conjunction with the Training Manager and/or the Director of Studies, will review the document.

5.4 The student must be advised, in writing, of the penalty and informed that they have the right to appeal the penalty under the Student Complaints and Appeals Procedures.

5.5 Details of any case of plagiarism, collusion or cheating must be recorded in the student profile in Knowledge Hub.

6. Dealing with plagiarism involving Generative AI

6.1 Students should ensure that the end product is an original creation, not merely a duplication from an AI generator. While the generated text can serve as a learning aid for inspiration or guidance, your final submitted assessment must reflect your own work, including creation and analysis. Moreover, students should be aware of the risks and limitations associated with these tools and critically assess any output they generate.

6.2 Further, to deal with specific cases, below is a suggested procedure which IHNA would strictly follow:

a. Detection:

- Utilise plagiarism detection tools that specifically analyze text generated by AI.
- Establish a system to regularly check assignments and submissions for potential AI-generated content.

b. Investigation:

- When plagiarism is suspected, initiate an investigation to determine the extent and nature of the AI-generated content.
 - Engage academic staff and subject matter experts to assess the authenticity of the work.
- c. Documentation:**
- Maintain detailed records of the suspected plagiarism, including the original and AI-generated content, plagiarism reports, and any communication with the student.
- d. Communication:**
- Notify the student about the suspected plagiarism and provide them with an opportunity to explain the content in question.
 - Clearly articulate the institution's policies on plagiarism and the consequences for academic integrity violations.
- e. Verification:**
- Confirm the AI tools used for generating content, if possible, to establish the source of the plagiarism.
 - Consult with technical experts to verify the use of AI in generating the content.
- f. Academic Integrity Committee:**
- If plagiarism is confirmed, refer the case to the academic integrity committee for further review.
 - The committee should consist of faculty members, academic administrators, and, if necessary, technical experts.
- g. Penalties:**
- Impose appropriate penalties based on the severity of the plagiarism, as outlined in the institution's academic integrity policy.
 - Penalties may range from grade reduction to academic probation or, in extreme cases, expulsion.
- h. Policy Review:**
- Regularly review and update institutional policies to address emerging challenges related to AI-generated content and plagiarism.
- i. Continuous Improvement:**
- Continuously assess and improve detection methods and educational strategies to stay ahead of evolving AI technologies.

7. Right of Appeal

7.1 Students have the right to appeal against the application and/or the outcomes of the above procedures.

Refer to Student Complaints and Appeals Policy and Procedure.

8. Penalties for Plagiarism, Collusion and Cheating

8.1 In the first instance of plagiarism, collusion or cheating:

- a. The student is asked to submit a written explanation, to the Course Coordinator, about the reason for the occurrence of cheating, collusion or plagiarism.
- b. The student is to re-do and resubmit the assessment.

8.2 In the second instance of plagiarism, collusion or cheating:

- a. The student is provided with a written warning letter indicating another occurrence will result in expulsion from IHNA;
- b. The student must re-do and resubmit the assessment;
- c. The statement of action taken is recorded on the student profile in Knowledge Hub.

8.3 In the third instance of plagiarism, collusion or cheating:

- a. Expulsion with no refund is made;
- b. Statement of action taken recorded on Student's Profile in Knowledge Hub;
- c. If penalty is the cancellation of all assessment results for the course, IHNA must refer the matter to all regulatory bodies if required.

9. Penalties for cheating during an exam

- 9.1 During the exam, if a student is witnessed cheating, the staff member will remove them from the examination room.
- 9.2 The student, Course Coordinator, member of staff whom witnessed the cheating and any other relevant staff will meet to discuss the cheating incident.
- 9.3 The exam will not be marked. The Course Coordinator will decide whether the student is entitled a second chance to sit another exam.
- 9.4 The meeting and situation will be documented on the student profile in Knowledge Hub.
- 9.5 A final written warning will be issued by the panel of staff stating that another occurrence of cheating will result in expulsion from IHNA.
- 9.6 If a second occurrence of cheating during an exam is witnessed, the exam will not be marked and the student will be expelled from the course with no refund. A written expulsion letter will be issued by the Course Coordinator and the information will be documented on the student profile in Knowledge Hub.

10. Responsibility

- 10.1 The Director of Studies and the National Training Manager are responsible for the implementation of this procedure.
- 10.2 Course Coordinators are responsible to ensure that students, trainers/assessors and support staff are aware of the application of the procedure.

SECTION 3

11. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Complaints and appeals Policy • Complaints and appeals Procedure • Quality Assurance and Continuous Improvement Policy • Plagiarism and Cheating Policy • Student Handbook
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Standards for RTOs 2015, Standard 1 & 2 • National Code of Practice for Providers of Education and Training to Overseas Students (2018)
Date Approved	23/11/2023
Date Endorsed	14/12/2023
Date of Effect	23/11/2023
Date of Review	31/12/2026
Approval Authority	Academic Board
Document Custodian (position)	Academic Director
Committee Responsible	Learning and Teaching Committee (LTC)
IHNA DocID	IHNA-PACP2-4.0
SRTO 2015 Standards and sub-standards	Standards for RTOs 2015 - Clauses 1.8 to 1.12

12. Change History

Version Control	Version 4.0
------------------------	-------------

Version No.	Date	Brief description of the change, incl. version number, changes, who considered, approved, etc.
V.3.0	13/03/2021	Separated policy document from procedure, revised and updated with pertinent sections
V.4.0	04/04/2024	Updated in the new template and logo