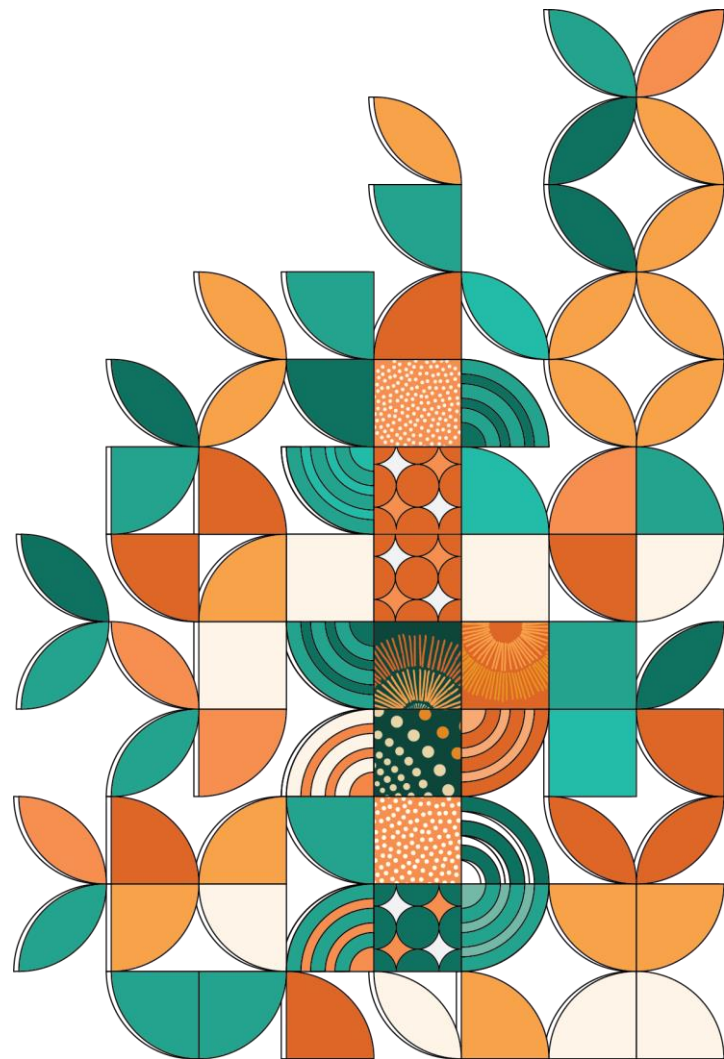


Plagiarism and Cheating Procedure



SECTION 1

1. Purpose

1.1 The purpose of this procedure is to outline the steps to be taken to prevent, identify, and address instances of plagiarism and cheating at the Institute of Health and Nursing Australia (IHNA). This procedure supports the Plagiarism and Cheating Policy and ensures that academic integrity is maintained throughout all academic activities. This procedure outlines the steps for setting up the system, which includes (but is not limited to):

- a. Describe the responsibility for applying the Plagiarism and Cheating Policy;
- b. Define plagiarism, collusion and cheating as applied within IHNA;
- c. Provide guidelines to staff and students on maintaining academic integrity;
- d. Describe the procedures for preventing cheating, collusion and plagiarism;
- e. Provide the procedures for dealing with situations involving plagiarism, collusion and cheating;
- f. Describe the penalties for plagiarism, collusion and cheating as applied by IHNA;
- g. Describe the student's Right of Appeal.

2. Scope

2.1 This procedure applies to all students, educators, and staff involved in academic activities at IHNA, including assessments, examinations, assignments, and reports.

3. Definitions

3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

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

4.1 To ensure all students are aware of academic integrity expectations, IHNA utilises multiple channels for education and awareness:

- a. Student Handbook: The Student Handbook provides a clear explanation of plagiarism, collusion, and cheating, outlining the consequences of such misconduct.
- b. Orientation Sessions: During orientation sessions, new students receive information about academic integrity, including definitions and potential repercussions of plagiarism and cheating.
- c. IHNA Website: IHNA's website offers easily accessible policies and procedures regarding academic integrity, including plagiarism and cheating.

- 4.2 To promote academic integrity, IHNA requires all students to submit a completed Assignment Cover Sheet with every assessment task. This cover sheet will:
- Define key concepts: Briefly explain plagiarism, collusion, and cheating to ensure student understanding.
- 4.3 Include a declaration of originality: Require a student signature confirming they have completed the work independently and without unauthorised assistance. 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:
- Designing assessment tasks that lessen the opportunity for cheating/plagiarising;
 - Requesting students to provide evidence of their academic integrity by answering relevant questions, performing skill demonstrations, and submitting appropriate documentation;
 - Ensuring that each participant in a group or collaborative assessment activity is individually assessed on all the requirements of the unit.
- 4.5 IHNA expects all educators, trainers, assessors, and academic staff to be vigilant about the potential for plagiarism and cheating and to implement appropriate risk management strategies. The IHNA academic staff will actively monitor students in class, online activities, and during assessments to detect any instances of plagiarism, collusion, or cheating. Academic staff will utilise Turnitin, or other related text-matching originality checking tools, to support academic integrity and deter plagiarism.

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

- 5.1 To uphold academic integrity, IHNA encourages all staff and students to report any suspected instances of plagiarism or cheating to the relevant educator, who will then escalate the issue to the Course Coordinator or Training Manager for further investigation.
- 5.2 Any suspected case of plagiarism, collusion or cheating must be investigated by the Training Manager.
- 5.3 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.
- 5.4 When plagiarism, collusion, or cheating is suspected, the trainer/assessor, in collaboration with the Training Manager and/or Academic Director, will thoroughly review the evidence and documentation. If the investigation determines a violation has occurred, the student will be notified in writing of the penalty imposed. This notification will also clearly explain the student's right to appeal the decision under the established Student Complaints and Appeals Policy and Procedures. All confirmed cases of plagiarism,

collusion, or cheating will be documented and maintained in the student's profile within the Knowledge Hub, adhering to IHNA's privacy policies.

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:**
 - i. IHNA will utilise plagiarism detection tools that specifically analyse text generated by AI.
 - ii. IHNA will establish a system to regularly check assignments and submissions for potential AI-generated content.
 - b. Investigation:**
 - i. When plagiarism is suspected, initiate an investigation to determine the extent and nature of the AI-generated content.
 - ii. IHNA will engage academic staff and subject matter experts to assess the authenticity of the work.
 - c. Documentation:**
 - i. IHNA will maintain detailed records of the suspected plagiarism, including the original and AI-generated content, plagiarism reports, and any communication with the student in KH.
 - d. Communication:**
 - i. IHNA will notify the students about the suspected plagiarism and provide them with an opportunity to explain the content in question.
 - ii. Clearly articulate the institution's policies on plagiarism and the consequences for academic integrity violations.
 - e. Verification:**
 - i. Confirm the AI tools used for generating content, if possible, to establish the source of the plagiarism.
 - ii. IHNA will consult with technical experts to verify the use of AI in generating the content.
 - f. Academic Integrity Committee:**
 - i. If plagiarism is confirmed, IHNA will refer the case to the Audit and Risk Committee (ARC), and

Learning and Teaching Committee (LTC) for further review.

- ii. The committee should consist of academic members, academic administrators, and, if necessary, technical experts.

g. Penalties:

- i. IHNA will impose appropriate penalties based on the severity of the plagiarism, as outlined in the institution's academic integrity policy.
- ii. Penalties will range from grade reduction to academic probation or, in extreme cases, expulsion.

7. Penalties for Plagiarism, Collusion and Cheating

7.1 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.

7.2 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.

7.3 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 a penalty is the cancellation of all assessment results for the course, IHNA must refer the matter to all regulatory bodies if required.

8. Penalties for cheating during an exam

8.1 During the exam, if a student is witnessed cheating, the staff member will remove them from the examination room.

8.2 The student, Course Coordinator, member of staff who witnessed the cheating and any other relevant staff will meet to discuss the cheating incident.

8.3 The exam will not be marked. The Course Coordinator will decide whether the student is entitled to a second chance to sit for another exam.

8.4 The meeting and situation will be documented on the student profile in the Knowledge Hub.

8.5 A final written warning will be issued by the panel of staff stating that another occurrence of cheating will

result in expulsion from IHNA.

- 8.6 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.

9. Right of Appeal

- 9.1 Students who disagree with the application of these procedures or the resulting outcomes have the right to appeal the decision. The appeals process is outlined in the separate Student Complaints and Appeals Policy and Procedure.

10. Review and Continuous Improvement

- 10.1 IHNA will conduct regular reviews and updates of its procedures to address emerging challenges regarding plagiarism, collusion or cheating including AI generated content. This ensures the procedure remains relevant and effective in the face of technological advancements.
- 10.2 IHNA is committed to continuous improvement in detecting and deterring plagiarism, collusion or cheating including AI assisted plagiarism. This involves ongoing assessment and improvement of detection methods and educational strategies. By staying informed about the latest technologies, IHNA adapts the relevant approaches to maintain academic integrity and the Continuous Improvement Register.

11. Responsibility

- 11.1 The Academic Director and the Training Manager (s) are responsible for the implementation of this procedure.
- 11.2 Course Coordinators and Course Managers are responsible for ensuring that students, trainers/assessors and related academic staff are aware of the application of the procedure.

SECTION 3

12. Associated Information

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| <p>Related Internal Documents</p> | <ul style="list-style-type: none"> ● Plagiarism and Cheating Policy ● Conduct of Examinations Procedure ● Complaints and Appeals Policy ● Complaints and Appeals Procedure ● Academic Integrity Policy ● Quality Assurance and Continuous Improvement Policy ● Quality Assurance and Continuous Improvement Procedure ● Student Handbook |
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| Related Legislation, Standards, and Codes | <ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Australian Core Skills Framework • Australian Qualifications Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) |
| Date Approved | 23/11/2023 |
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| 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 |

13. 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 procedure document from policy, revised and updated with pertinent sections |
| V.4.0 | 04/06/2024 | Updated the new template and logo, deleted definitions, removed redundancy and rewritten sentences for clarity of information, Added information regarding procedure review and continuous improvement |