Plagiarism and Cheating Policy
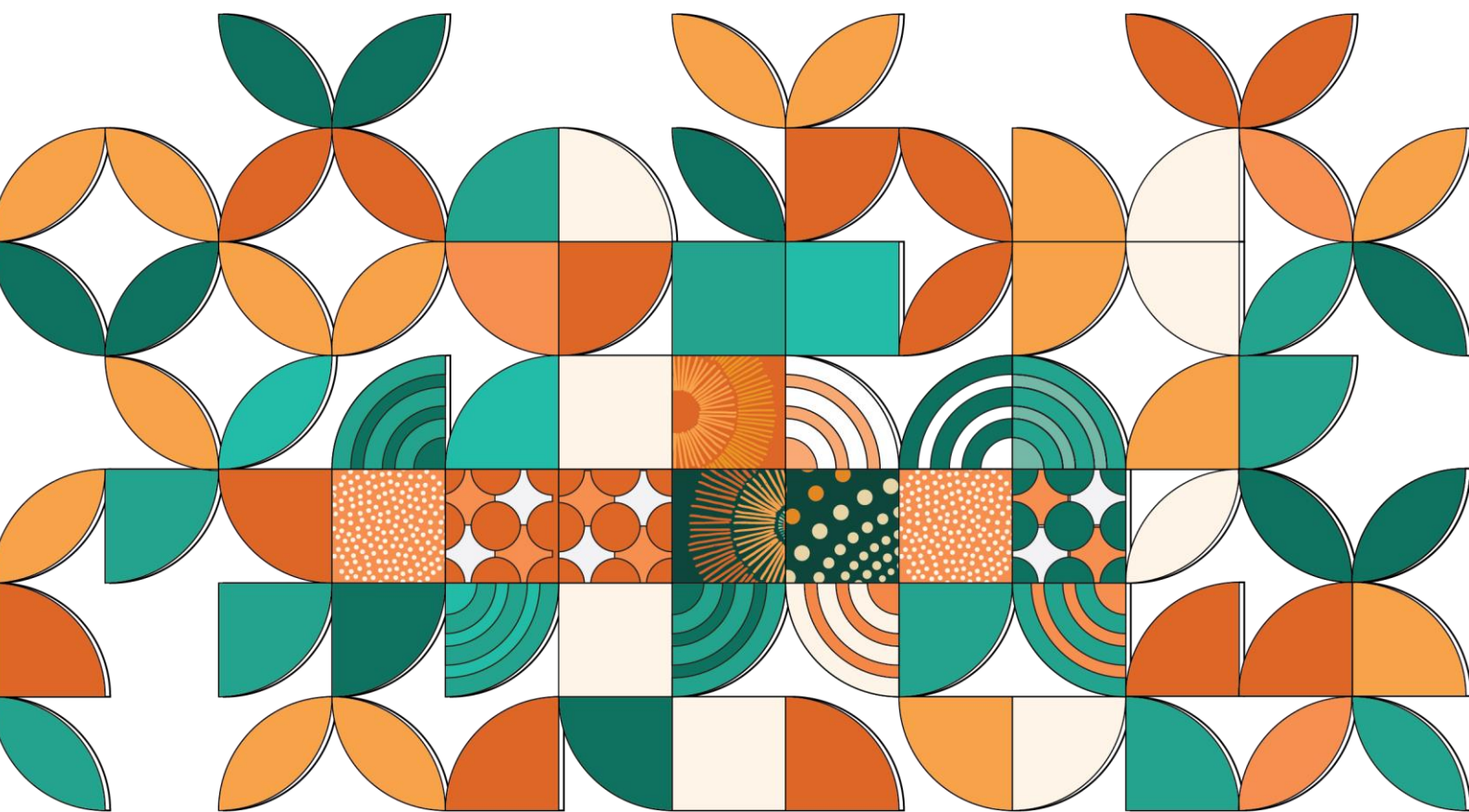
EDUCATION *for* EMPLOYMENT:
Bridging the gap globally

SECTION 1

1. Purpose

1.1 IHNA shall monitor student work to ensure the academic integrity and validity of its courses, as well as that assessment is conducted in accordance with evidence rules and assessment principles. Students are expected to submit original work for assessment. If students are assigned projects as part of their classwork or assessments, they must properly and completely acknowledge the references. IHNA will not tolerate plagiarism or cheating in any form, and such behaviour constitutes misconduct. Plagiarism must be dealt with promptly and in accordance with this policy.

2. Scope

2.1 The policy applies to all students, trainers 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. Examples of cheating include, but are not limited to:

   a.   Unauthorized collaboration on assignments or projects;

   b.   Requesting or paying someone to complete parts or full of the assignment;

   c.   Sharing own assessment on any external platform including the internet;

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.

3.5 Unauthorised use of ChatGPT or other Generative AI tools: Unauthorised utilisation of ChatGPT or similar Generative AI tools constitutes cheating or plagiarism in Academic Integrity. Nevertheless, some educators may permit restricted usage of Generative AI tools for brainstorming, provided proper citation, and may consider its use on a case-by-case basis.

Refer to the Conduct of Examinations Policy and Procedure for further information.

4.   Guidelines to students

4.1 Students shall be provided with information about plagiarism, collusion and cheating in the following ways:

   a.   Student Handbook;

   b.   During orientation session;

   c.   Policies and procedures are provided in IHNA website.

4.2 Students who use ChatGPT and similar tools on assignments without permission, or who use them in improper ways, are violating the academic integrity rules of the IHNA.

5.   Policy Guidelines

5.1 Staff and students at IHNA commit to upholding the academic integrity principles outlined in this policy when engaging in teaching, learning, assessment, academic

Education for Employment - Bridging the Gap Globally

scholarship, and other academic activities.

5.2 IHNA's Penalties for Plagiarism and Cheating policy entails the following:

    a.   promote and foster an academic integrity culture throughout the IHNA Group;

    b.   adopt an educational approach to academic integrity, with staff and students sharing responsibility for its establishment.

5.3 Adopt a holistic approach to remove incidents of plagiarism, cheating and collusion that includes the following:

    a.   strategies for education and instruction;

    b.   Education of staff and students;

    c.   procedures for early intervention;

    d.   detection of Plagiarism, Cheating and collusion instances;

    e.   mechanisms of enforcement.

5.4 IHNA is committed to detecting and deterring violations through a variety of strategies, including but not limited to the following:

    a.   detection by academic and teaching staff on a manual basis;

    b.   through the use of content matching or authentication software (Turnitin);

    c.   the administration and blocking of websites that violate academic integrity, such as those that share assessment files or that offer illegal contract cheating services.

5.5 Academic integrity breach data includes the following:

    a.   securely and confidentially maintained;

    b.   made available for the purpose of resolving potential Plagiarism, Cheating and collusion instances;

    c.   Quality assurance, learning and teaching, process improvement, procedural fairness, and transparency are all managed and analysed.

6. Responsibilities of Students

6.1 Students' successful completion of the academic integrity training module is intended to provide best-practice guidance for maintaining academic integrity and to mitigate the risk of future breaches.

6.2 Students share responsibility for academic integrity at IHNA; this is accomplished through the following:

    a.   recognising and adhering to IHNA's academic integrity expectations;

    b.   academic integrity educational resources and tools for raising awareness and implementing academic integrity;

c.   the truthfulness with which academic work is presented;

d.   accountability for the authorship and uniqueness of submitted work, which includes cooperating with staff validation and authentication requests;

e.   prior to submission, using assessment declarations and content matching or authenticity software;

f.   acknowledging others' work appropriately and accurately;

g.   acknowledging the use of previously completed assessment tasks' original work;

h.   adherence to evaluation criteria;

i.   when participating in group assessment, adhering to group processes and outcomes;

j.   a working knowledge of and proficiency with academic referencing conventions;

k.   taking reasonable precautions to avoid other students copying their work.

6.3 Academic support services and resources, including special consideration, and a range of equitable learning services as needed.

7. Responsibilities of the Staff

7.1 These provisions are intended to provide best-practice guidance for maintaining academic integrity and to mitigate the risk of future breaches.

7.2 Staff involved in learning and teaching, assessment, supervision of higher degree by research candidates, and related activities demonstrate a commitment to academic integrity through the following responsibilities:

a. Assisting students in recognising the value of academic integrity as a component of their chosen field of study and fostering an academic integrity culture that promotes positive academic integrity outcomes.

b. Providing academic integrity tools and resources to students at the start of their education experience, as well as guidance on what constitutes an academic integrity violation.

c. Implementing early intervention strategies to aid in the prevention of academic integrity violations.

d. Pursuing training in pedagogical approaches to academic integrity, including internal workshops and initiatives aimed at assisting faculty in maintaining academic integrity and promoting a positive learning experience, for example, by providing clear notification of assessment deadlines, providing appropriate equipment, materials, and an

e. Appropriate learning environment and meeting other expectations. establishing procedures for the secure collection of assessment items advising

f. Students on the importance of positive group work in assessment

g. Pursuing suspected academic integrity violations

h. Adhering to procedural fairness principles when dealing with potential academic integrity violations.

7.3 Course Coordinator notify the Learning and Teaching of academic integrity violations in order to facilitate continuous improvement.

7.4 Staff members demonstrate their commitment to academic integrity principles in their professional and scholarly work.

8. Obligations of reporting

8.1 All staff and students must report suspected cases of participant plagiarism or cheating to the appropriate educator, who will then notify the Course Coordinator/National Training Manager.

8.2 The report, along with any supporting evidence, must be submitted in writing (email is acceptable) and delivered to the appropriate trainer.

8.3 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 authorship evidence.

8.4 If plagiarism, collusion, or cheating is proven, the trainer/assessor, in collaboration with the Training Manager, will review the document.

8.5 The student must be informed of the penalty in writing and informed of their right to appeal the penalty under the Student Complaints and Appeals Procedures.

8.6 Any instances of plagiarism, collusion, or cheating must be documented in the student's Knowledge Hub profile.

9. Responsibility

9.1 The National Training Manager is responsible for the implementation of this policy.

9.2 Course Coordinators are responsible for ensuring that students, trainers/assessors and support staff are aware of the application of the policy.

Education for Employment- Bridging the Gap Globally

SECTION 3

10. Associated Information

Related Internal Documents	• 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	• 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 • VET Funding Contract, VET FEE-HELP, Skills First Program, DTWD, Smart and Skilled and other necessary funding rules and regulations
Date Approved	10/03/2021
Date Endorsed	12/03/2021
Date of Effect	13/03/2021
Review Date	12/03/2026
Approval Authority	Board of Directors
Document Custodian	Academic Director
IHNA DocID	IHNA-PACP1-4.0
Department	Academic
SRTO2015 Stds and sub-standards	Standards for RTOs 2015 - Clauses 1.8 to 1.12

11. Change History

Version Control		Version 4.0
Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.3.0	10/03/2021	Separated Policy document from Procedure, revised and updated with pertinent sections
V.4.0	04/04/2024	Updated in the new IHNA template and logo