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PLAGIARISM POLICY AND ASSOCIATED PROCEDURES

PURPOSE OF THE POLICY

This policy and associated procedures outline KII's approach to ensuring that plagiarism, cheating and collusion do not occur.

This policy and associated procedures outline KII's detection methods on the usage of Artificial Intelligence (AI) and Large Language Models (LLMs) in student assessment.

This policy and associated procedures assists in ensuring the requirements of Standard 1.5 of the Outcome Standards for RTOs are met.

POLICY STATEMENTS

STUDENT INTEGRITY AND HONESTY

KII is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

Prior to commencing studies, students are provided with information about academic integrity, including information about expectations regarding AI and LLM usage as well as procedures for dealing with academic dishonesty and associated consequences, in KII's Student Handbook and during orientation.

UNACCEPTABLE BEHAVIOUR

From time to time, there may be incidents of student plagiarism, cheating and collusion which KII is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

Usage of AI/LLM created work is not acceptable in any submission made as part of an official assessment at KII. The use of such tools as aids for the purpose of brainstorming and idea generation are acceptable, but any use of them to generate answers to assessment questions directly is not allowed.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by KII.

EXAMPLES OF PLAGIARISM

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

- Using AI Generators to create assessment responses and claiming as your own.
- Submitting work purchased online or prepared by a third party as one's own.
- Copying directly (or allowing to be copied) paragraphs, sentences, a single sentence or significant parts of a sentence. A citation without quotation marks around the copied text may also constitute plagiarism;
- Copying ideas, concepts, research results, statistical tables, computer programs, designs, images sounds or text or any combination of these;
- Paraphrasing of another's work closely, or parts of these, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Cutting or pasting statements from multiple sources or piecing together work of others and representing them as original work;
- Presenting as independent, work done in collaboration with other people (eg. another student, a tutor); and
- Submitting, as one's own, all or part of another student's original work;

PROCEDURES

1. CHECK FOR PLAGIARISM, CHEATING OR COLLUSION

1.1 Inform students of KII's plagiarism, cheating or collusion expectations which are outlined in the Code of Conduct in the Student Handbook prior to enrolment and during orientation.

1.2 Inform students about what is considered acceptable usage.

1.3 Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work. A student may wish to declare use of AI/ LLM and include a summary of what and how AI was used in the assessment.

1.4 Check students have completed declaration and if incomplete, request students to sign prior to marking assessment.

2. DETECTION OF PLAGIARISM, CHEATING AND COLLUSION

2.1 Conduct initial checks using tools designed to detect plagiarism, cheating and collusion. Methods for detecting plagiarism, cheating and collusion include:

- identifying uncharacteristic usage of language by students
- detecting text and formatting that is typically generated by LLM
- answers that are not related to the actual content/intent of the assessment question; and

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- identifying responses where sources are real, but they aren't relevant to the context.

2.2 Use an AI detection tool such as Zero GPT (https://www.zerogpt.com/) or Grammarly.

2.3 Review findings and consider whether there are sufficient grounds to indicate the student has plagiarised, cheated or colluded. If so, identify whether an assessment is valid, utilising the following methods wherever applicable:

- Cross reference with the student's written work that has taken place in a face to face setting.

- Copy a portion of the assessment that has indicators of AI usage into a LLM and determine whether the responses match or are similar.

- Question the student orally in class about the assessment and determine whether they understand the question and answer in a similar fashion.

2.4 Source evidence to support the allegation.

3. RESPOND TO INCIDENTS

3.1 Provide the student found to have plagiarised, cheated or colluded with an opportunity to respond to the allegations.

3.2 Send a written communication to the student outlining the issues.

3.3 In the case of AI/LLM usage, explain to the student what appropriate use is and refer them to the Student Code of Conduct.

3.4 Advise the student in writing that they will be required to redo the assessment in full or as a gap assessment and of any associated charges and that in the event of any further instances their enrolment may be cancelled.

3.5 Keep all records of the student's involvement in alleged plagiarism, cheating or collusion.

RESPONSIBILITIES

The Operations Manager is responsible for managing plagiarism, cheating and collusion.

Trainers and assessors are responsible for identifying plagiarism, cheating and collusion.

Student will send warning letters or conduct disciplinary actions when a students is reported for plagiarism, cheating and collusion.

NOTE ABOUT REFERENCING

The preferred style for referencing publications in your assessments is the APA Style. It is expected that you include a reference list of any books, websites, images, YouTube clips, journal articles and other information sources that you use. Also, include in text referencing for when you quote or paraphrase from these resources. There are many books and websites that provide information about this referencing system

For more information, login to LMS and follow the link to the referencing guide provided below:

https://www.kiionline.edu.au/pluginfile.php/5487/mod_resource/content/1/APA%20refe rencing%20Guide.pdf