

PLAGIARISM POLICY AND PROCEDURES

PURPOSE OF THE POLICY

This policy and procedures outline Australian Federation College's approach to ensuring that plagiarism, cheating and collusion do not occur.

This policy and associated procedures outline Australian Federation College'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

Australian Federation College 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 Australian Federation College's **International Student Handbook** and during orientation.

UNACCEPTABLE BEHAVIOUR

From time to time, there may be incidents of student plagiarism, cheating and collusion which Australian Federation College 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 Australian Federation College. 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 Australian Federation College.

PROCEDURES

1. CHECK FOR PLAGIARISM, CHEATING OR COLLUSION

- 1.1 Inform students of Australian Federation College's plagiarism, cheating or collusion expectations which are outlined in the **Code of Conduct** in the **International 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 a **Student Assessment Agreement** and **Assessment Task 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
 - 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

Student Support/Administration Officer is responsible for:

- Assist in sending written notifications of instances of plagiarism, cheating or collusion.
- Keeping record of plagiarism instances in student folder and updating SMS.

Trainers and assessors are responsible for:

- Identifying plagiarism, cheating or collusion instances.
- Reporting plagiarism, cheating or collusion instances.

The Academic Coordinator/ Course Coordinator/s (or a delegate) is responsible for:

- Managing plagiarism, cheating and collusion.
- Coordinate cancelling and suspending student enrolment due to plagiarism, cheating or collusion.

The Administration Manager is responsible for:

- Cancelling and suspending student enrolment due to plagiarism, cheating or collusion.

The CEO/PEO (or a delegate) is responsible for:

- Oversee cancelling and suspending student enrolment due to plagiarism, cheating or collusion.