

# Plagiarism Policy and Associated Procedures

## 1. Purpose

The purpose of this policy is to maintain the academic integrity of IOIS by ensuring that all assessment evidence submitted by students is their own authentic work. This policy establishes processes for identifying, reporting, and managing plagiarism in a fair and transparent manner.

## 2. Scope

This policy applies to:

- All IOIS students (offshore and online).
- All trainers, assessors, and academic staff involved in assessment.
- All forms of assessment evidence, including written, oral, practical, digital, and group work.

## 3. Policy Statements

### 3.1 Definition of Plagiarism

Plagiarism is presenting someone else's work, ideas, or data as one's own without proper acknowledgment. This includes but is not limited to:

- Copying text, images, diagrams, or data from books, websites, or other sources without referencing.
- Submitting work written by another person, including paid services or ghost writers.
- Using artificial intelligence (AI) or translation tools without acknowledgement where assessment requires original student input.
- Presenting group work as individual work without permission.
- Recycling one's own previous work without approval (self-plagiarism).

### 3.2 Commitment to Authenticity

- All student work must be original and authentic.
- IOIS applies the Rules of Evidence (authenticity, validity, sufficiency, and currency) when assessing evidence.
- Students are educated at orientation and in assessment instructions about plagiarism, referencing, and academic honesty.

### 3.3 Detection of Plagiarism

- Trainers/assessors may use:
  - Direct observation of assessment performance.

- Online tools (e.g., plagiarism detection software).
- Cross-checking against previous submissions.
- Any suspected plagiarism must be documented with supporting evidence.

### 3.4 Consequences of Plagiarism

The consequences depend on severity and intent:

- Minor first offence: Student receives feedback and an opportunity to resubmit correctly with referencing guidance.
- Serious or repeated offence: Assessment marked Not Yet Satisfactory (NYS), student required to resubmit under supervision, and incident recorded.
- Deliberate and severe misconduct: Possible cancellation of enrolment under the Deferral, Suspension and Cancellation Policy, subject to investigation and right of appeal.

### 3.5 Student Rights

- Students will be notified in writing if suspected of plagiarism.
- Students have the right to explain or provide evidence of authorship.
- Students may appeal decisions through the Complaints and Appeals Policy.

### 3.6 Prevention

- IOIS provides guidance on referencing (e.g., Harvard or APA style).
- Trainers incorporate academic integrity reminders into delivery.
- The Student Handbook includes clear definitions and examples of plagiarism.

## 4. Procedures

### 4.1 Preventing Plagiarism

1. At orientation, students receive a briefing on plagiarism and referencing requirements.
2. Trainers remind students of the policy before major assessments.
3. Assessment tools include a student declaration of authenticity.

### 4.2 Detecting and Reporting

1. Assessor identifies suspected plagiarism through review or detection software.
2. Assessor collects evidence (highlighted extracts, comparison documents, or software reports).
3. Assessor submits all the evidences of findings to the Academic Manager.

### 4.3 Investigating

1. Academic Manager or RTO Manager reviews evidence within 5 working days.
2. Student is invited to a meeting to discuss the issue.
3. The student may present their case, clarify sources, or provide drafts as evidence of authorship.

#### 4.4 Determining Outcomes

- If plagiarism is not substantiated, the work is marked as usual.
- If plagiarism is substantiated, the outcome is determined based on severity:
  - First minor offence: Feedback, education, resubmission permitted.
  - Repeated/minor offences: Assessment NYS, resubmission required, note added to file.
  - Deliberate/serious offence: Enrolment action may be taken under the Deferral, Suspension and Cancellation Policy.

#### 4.5 Appeals

1. Student may appeal within 20 working days of receiving the decision.
2. Appeals follow the Complaints and Appeals Policy.
3. Enrolment remains active during the appeal process.

#### 4.6 Recordkeeping

- All plagiarism reports, evidence, decisions, and correspondence are stored in the student's file.
- Trends are monitored for inclusion in the Continuous Improvement Register.

### 5. Responsibilities

- **CEO:** Ensures IOIS has systems in place to uphold academic integrity.
- **Academic Manager:** Oversees investigations, determines outcomes, updates records.
- **Trainers/Assessors:** Detect, report, and educate students about plagiarism.
- **Administration Officer:** Files documentation and updates SMS.
- **Students:** Submit authentic work and comply with referencing requirements.

### 6. Related Documents

- Student Handbook
- Assessment Policy
- Complaints and Appeals Policy



- Deferral, Suspension and Cancellation Policy
- Plagiarism Report Form
- Continuous Improvement Register



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## Document Version Control

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