

# Plagiarism Policy and Associated Procedures

Policy Area:	Academic Integrity, Assessment Conduct, Misconduct Prevention, and Evidence Authenticity
Standards Reference:	Outcome Standard 1.3, 1.4, 1.5, & 4.2
Responsibility:	CEO, RTO Manager, Trainers and Assessors, Compliance Officer, Student Support Officer, Administrative Staff
Classification:	Internal Academic Integrity and Misconduct Management Policy

## 1. Purpose

The purpose of this Plagiarism Policy and Associated Procedures is to uphold and protect the academic integrity of the Institute of International Studies (IOIS) by ensuring that all assessment evidence submitted by students is their own authentic work. IOIS is committed to maintaining fair, valid, and reliable assessment practices and to safeguarding the credibility of training outcomes and AQF certification.

This policy establishes clear expectations regarding acceptable academic conduct and defines plagiarism and related forms of academic misconduct. It provides a consistent framework for the **identification, reporting, investigation, and management of suspected plagiarism**, ensuring that all cases are handled in a fair, transparent, and timely manner.

The policy also supports an educative approach by promoting student awareness of academic integrity, appropriate referencing, and ethical use of sources, including digital and online materials. Where breaches occur, IOIS applies proportionate responses that take into account the nature and severity of the incident, the student's level of study, and any prior history, while ensuring procedural fairness and the right to respond and appeal.

Through this policy, IOIS ensures that assessment decisions are based on genuine evidence of competence and that students are treated consistently and equitably, thereby preserving confidence in the quality and integrity of IOIS training and assessment practices.

## 2. Scope

- This Plagiarism Policy and Associated Procedures apply to all students enrolled with the Institute of International Studies (IOIS), including those undertaking offshore, online, and blended delivery. All students are required to comply with the expectations of academic integrity outlined in this policy for the duration of their enrolment.
- The policy applies to all IOIS personnel involved in the delivery and assessment of training, including trainers, assessors, academic staff, and any staff responsible for assessment administration or quality assurance. These staff members are required to apply this policy consistently and in accordance with documented procedures.
- This policy applies to **all forms of assessment evidence**, regardless of format or delivery mode. This includes written submissions, oral presentations, practical demonstrations, portfolios, digital submissions, online assessments, group work, and any other evidence submitted by a student for assessment purposes.

## 3. Policy Statements

### 3.1 Definition of Plagiarism

Plagiarism is the act of presenting another person's work, ideas, expressions, or data as one's own without appropriate acknowledgment or authorisation. Plagiarism undermines the integrity of assessment outcomes and is inconsistent with the principles of academic honesty and ethical conduct expected of all IOIS students.

Plagiarism includes, but is not limited to, the following practices:

- Copying or reproducing text, images, diagrams, tables, data, or other material from books, websites, journals, training materials, or any other sources without proper referencing or citation.
- Submitting assessment work that has been written, produced, or substantially completed by another person, including the use of paid services, ghost writers, or third-party providers.
- Using artificial intelligence (AI) tools, automated content generators, or translation tools without appropriate acknowledgment where the assessment task requires original student input, analysis, or demonstration of competence.
- Presenting group or collaborative work as individual work without authorisation, or failing to clearly identify individual contributions where group work is permitted.
- Reusing or resubmitting one's own previously submitted assessment work, in whole or in part, without prior approval from the trainer or assessor (self-plagiarism).

Any form of plagiarism is considered a breach of this policy and may result in academic consequences in accordance with the procedures outlined below.

### 3.2 Commitment to Authenticity

- IOIS requires that all assessment evidence submitted by students is **original, authentic, and genuinely reflects the student's own skills and knowledge**. Students are expected to complete all assessment tasks honestly and to acknowledge the use of any sources, assistance, or tools in accordance with assessment instructions.
- In assessing student work, IOIS applies the **Rules of Evidence**—authenticity, validity, sufficiency, and currency—to ensure that assessment decisions are sound and defensible. Evidence must clearly demonstrate that the work submitted is the student's own, relates directly to the unit requirements, is sufficient to support a judgement of competence, and reflects current skills and knowledge. Where the authenticity of evidence cannot be reasonably established, the evidence may be deemed invalid.
- IOIS adopts an educative approach to academic integrity. Students are informed about plagiarism, appropriate referencing practices, and expectations of academic honesty during **orientation**, through the **Student Handbook**, and within **assessment instructions**. Trainers and assessors provide guidance on how to reference sources correctly, how to collaborate appropriately where permitted, and how to avoid unintentional plagiarism. This proactive approach supports student understanding and promotes ethical assessment practices across all courses and delivery modes.

### 3.3 Detection of Plagiarism

IOIS applies a range of methods to detect plagiarism and to verify the authenticity of assessment evidence submitted by students. Detection activities are undertaken in a consistent and professional manner to support fair and valid assessment decisions.

Trainers and assessors may identify potential plagiarism through:

- **Direct observation** of assessment performance, including discrepancies between a student's demonstrated skills, oral responses, or practical performance and the quality or style of submitted written work.
- Use of **online plagiarism detection tools** or similarity-checking software to identify unacknowledged use of external sources or overlap with other submissions.
- **Cross-checking** assessment submissions against previous student work, known examples, or other assessment evidence to identify duplication, inconsistency, or patterns of misconduct.

Where plagiarism is suspected, trainers and assessors are required to **document the concern**, including the nature of the suspected plagiarism and any supporting evidence. Documentation is retained on the student file and forms the basis for further investigation in accordance with the procedures outlined in this policy.

### 3.4 Consequences of Plagiarism

- IOIS applies proportionate and consistent consequences for plagiarism based on the **severity, intent, and frequency** of the misconduct. All actions are guided by principles of fairness, natural justice, and the right of the student to be informed of concerns and to respond before a final decision is made.
- For a **minor first offence**, where plagiarism appears unintentional and limited in scope (such as incorrect referencing or poor citation practices), the matter is treated as an educative issue. The student is provided with clear feedback explaining the concern, guidance on correct referencing and academic practices, and an opportunity to **resubmit the assessment correctly** within an agreed timeframe. The incident is managed at trainer level and may be noted for monitoring purposes.
- For a **serious or repeated offence**, where plagiarism is substantial, repeated, or indicates disregard for academic integrity requirements, the assessment is deemed **Not Yet Satisfactory (NYS)**. The student is required to resubmit the assessment under controlled or supervised conditions, as determined by the assessor. The incident and outcome are formally documented on the student file and may trigger additional monitoring or support interventions.
- In cases of **deliberate and severe misconduct**, such as intentional submission of work completed by another person, use of contract cheating services, or repeated serious breaches, the matter is escalated for formal investigation. Following investigation and consideration of the student's response, IOIS may take disciplinary action, which may include **cancellation of enrolment** in accordance with the IOIS Deferral, Suspension and Cancellation Policy. Any such action is subject to procedural fairness and the student's **right to appeal** under the IOIS Complaints and Appeals Policy.

### 3.5 Student Rights

- IOIS ensures that students are treated fairly and in accordance with the principles of natural justice when plagiarism is suspected or alleged.
- Students will be **notified in writing** of any suspected plagiarism, including a clear explanation of the concern and the evidence supporting the suspicion. This notification provides the student with an opportunity to understand the issue and respond.
- Students have the **right to explain their work** and to provide evidence of authorship, such as drafts, notes, research materials, version histories, or other supporting information that demonstrates the authenticity of their assessment submission. IOIS considers all explanations and evidence provided before making a final determination.
- Students also have the **right to appeal** any plagiarism-related decision through the IOIS Complaints and Appeals Policy. Appeals are managed in a transparent and impartial manner, and students are not disadvantaged for exercising their right to appeal.

### 3.6 Prevention

- IOIS adopts a proactive and educative approach to the prevention of plagiarism by ensuring that students clearly understand academic integrity expectations and appropriate assessment practices from the outset of their studies.
- IOIS provides students with guidance on **appropriate referencing and citation practices**, including the use of recognised referencing styles such as Harvard or APA, as specified in assessment instructions. Guidance materials and examples are made available to support correct attribution of sources and to reduce the risk of unintentional plagiarism.
- Trainers and assessors regularly **reinforce academic integrity expectations** during training delivery and assessment briefings. This includes reminders about originality of work, correct referencing, appropriate collaboration, and acceptable use of digital tools and resources.

- Clear definitions, explanations, and examples of plagiarism and acceptable academic practices are documented in the **Student Handbook**. These resources support student understanding of plagiarism, outline common risks, and explain the consequences of breaches, contributing to a culture of honesty, accountability, and academic integrity across all IOIS programs.

## 4. Procedures

### 4.1 Preventing Plagiarism

IOIS implements preventative measures to promote academic integrity and reduce the risk of plagiarism before it occurs.

- At **orientation**, all students receive a structured briefing on plagiarism and academic integrity. This briefing explains what constitutes plagiarism, why it is unacceptable, how to reference sources correctly, and the consequences of academic misconduct. Students are provided with guidance materials and directed to the Student Handbook for further reference.
- **Trainers and assessors reinforce plagiarism expectations** throughout training delivery, particularly prior to major assessment submissions. Reminders are incorporated into assessment briefings, LMS announcements, and classroom discussions to ensure students remain aware of their responsibilities regarding originality, referencing, and ethical use of sources and digital tools.
- All assessment tools include a **student declaration of authenticity**, requiring students to formally confirm that the work submitted is their own, that sources have been appropriately acknowledged, and that the submission complies with IOIS plagiarism and academic integrity requirements. Declarations form part of the assessment evidence and support verification of authenticity under the Rules of Evidence.

### 4.2 Detecting and Reporting

- IOIS applies a clear and consistent process for detecting and reporting suspected plagiarism to ensure fairness, transparency, and appropriate escalation.
- Where an **assessor identifies suspected plagiarism**, either through review of assessment submissions, direct observation, or the use of plagiarism detection or similarity-checking software, the assessor documents the concern and initiates the reporting process.
- The assessor **collects and collates supporting evidence** of the suspected plagiarism. This may include highlighted extracts from the student submission, copies or links to source materials, comparison documents, screenshots, or similarity reports generated by detection software. Evidence must clearly demonstrate the nature and extent of the suspected breach.
- All collected evidence and a summary of the findings are **submitted to the Academic Manager** for review. The Academic Manager is responsible for determining the next steps in accordance with this policy, ensuring that the matter is handled consistently and that the student's rights to procedural fairness are upheld.

### 4.3 Investigating

- IOIS applies a fair and timely investigation process where plagiarism is suspected to ensure that decisions are evidence-based and consistent with principles of natural justice.
- Upon receipt of the assessor's report and supporting evidence, the **Academic Manager or RTO Manager reviews the documentation within five (5) working days**. The review considers the nature of the suspected plagiarism, the extent of the overlap or misconduct, the assessment requirements, and any relevant student history.
- Where further clarification is required, the **student is formally invited to a meeting** to discuss the matter. The meeting may be conducted face-to-face or via an online platform and provides the student with an opportunity to understand the concern and respond.
- During the investigation, the student is given the opportunity to **present their case**, clarify how sources were used, and provide supporting evidence of authorship. This may include drafts, notes, research materials, version histories, screenshots, or other

documentation that demonstrates the development of the work. All information provided by the student is considered before a final determination is made, and outcomes are documented in accordance with this policy.

#### 4.4 Determining Outcomes

Following the investigation, IOIS determines outcomes based on the evidence available and the nature of the findings, ensuring that decisions are fair, consistent, and proportionate.

Where **plagiarism is not substantiated**, the assessment is processed and marked in the normal manner, and no further action is taken. The outcome and rationale are documented to close the matter.

Where **plagiarism is substantiated**, the outcome is determined based on the **severity, intent, and frequency** of the offence:

- **First minor offence:** Where the breach appears unintentional and limited in scope, the student is provided with feedback and education on correct academic practices. The student is permitted to resubmit the assessment correctly within an agreed timeframe, with guidance on referencing and authenticity requirements.
- **Repeated or more serious offences:** Where plagiarism is repeated or more substantial, the assessment is deemed **Not Yet Satisfactory (NYS)**. The student is required to resubmit the assessment, which may be under supervised or controlled conditions. A formal record of the incident and outcome is placed on the student file for monitoring purposes.
- **Deliberate or serious misconduct:** Where the plagiarism is intentional, extensive, or involves serious academic misconduct (such as contract cheating), the matter is escalated for disciplinary action. Enrolment action, including suspension or cancellation, may be taken in accordance with the **IOIS Deferral, Suspension and Cancellation Policy**, subject to procedural fairness and the student's right of appeal.

All decisions and outcomes are documented and communicated to the student in writing.

#### 4.5 Appeals

- IOIS ensures that students have access to a fair and transparent appeal process in relation to plagiarism decisions.
- Where a student disagrees with a plagiarism outcome, they may **lodge an appeal within twenty (20) working days** of receiving written notification of the decision. The appeal must be submitted in accordance with the requirements and timeframes outlined in the **IOIS Complaints and Appeals Policy**.
- All appeals are managed impartially and independently of the original decision-making process, ensuring that the student is given a reasonable opportunity to present their case. The appeal process considers all relevant evidence and information before a final determination is made.
- During the appeal process, the student's **enrolment remains active**, and the student is not disadvantaged or penalised for exercising their right to appeal. Any actions arising from the appeal outcome are implemented only after the appeal process has been finalised and the student has been formally notified.

#### 4.6 Recordkeeping

- IOIS maintains accurate and secure records of all matters relating to plagiarism to support transparency, accountability, and continuous improvement.
- All plagiarism-related documentation, including reports of suspected plagiarism, supporting evidence, investigation notes, decisions, outcomes, and correspondence with the student, is securely stored in the **student's file** within the Student Management System or approved document storage system. Access to these records is restricted to authorised staff to protect confidentiality and privacy.
- Plagiarism incidents and outcomes are periodically reviewed to identify **trends, recurring issues, or systemic risks**. Where trends or improvement opportunities are identified, these are recorded in the **Continuous Improvement Register** and addressed through staff development, assessment design improvements, or updates to policies and procedures, as appropriate.

## 5. Responsibilities

Clear responsibilities are assigned to ensure the effective implementation of this Plagiarism Policy and Associated Procedures and to uphold academic integrity across all IOIS programs.

- The Chief Executive Officer (CEO) is responsible for ensuring that IOIS has appropriate systems, policies, and resources in place to promote academic integrity and to manage plagiarism consistently and effectively across the organisation.
- The Academic Manager is responsible for overseeing the investigation of suspected plagiarism cases, reviewing evidence, determining outcomes in accordance with this policy, and ensuring that decisions are documented accurately. The Academic Manager also monitors trends and contributes to continuous improvement actions related to academic integrity.
- Trainers and Assessors are responsible for educating students about plagiarism and academic integrity requirements, detecting and reporting suspected plagiarism, collecting supporting evidence, and applying assessment decisions in line with this policy and assessment standards.
- The Administration Officer is responsible for maintaining accurate records of plagiarism-related matters, filing documentation in student files, and updating the Student Management System (SMS) to reflect outcomes and decisions.
- Students are responsible for submitting authentic and original assessment work, correctly acknowledging sources, complying with referencing requirements, and adhering to the academic integrity expectations outlined in this policy.

## 6. Related Documents

- Student Handbook
- Assessment Policy
- Complaints and Appeals Policy
- Deferral, Suspension and Cancellation Policy
- Plagiarism Report Form
- Continuous Improvement Register



## Document Version Control

Document Title	IOIS Plagiarism Policy and Associated Procedures	
Reviewed By	Compliance Manager	
Approved By	Chief Executive Officer	
Version	Changelog	Created / Modified Date
1.0	IOIS Plagiarism Policy and Associated Procedures V1.0	July 2025