

Academic Integrity, Anti-Plagiarism and Cheating, AI-Writing Policy and Procedures

Policy Statement

Einstein College of Australia is committed to upholding academic integrity by preventing and addressing plagiarism, cheating, and the misuse of AI-generated content.

This policy supports clause 1.8 of the Standards for Registered Training Organisations (2015) and ensures that all students meet the academic requirements of their registered courses.

Plagiarism, cheating, and the use of AI-generated content in assessments are considered serious academic misconduct. Einstein College of Australia implemented **Turnitin** (the plagiarism-detection software that also has an additional AI-writing detecting function) to detect:

- **Plagiarism** in student submissions, including content sourced from websites such as **CourseHero.com** and/or **StuDocu.com**.
- **AI-generated writing** to ensure authenticity and originality in student work.

A breach of this policy will result in penalties as outlined in the **Student Code of Behaviour** and this document.

Definitions

Plagiarism

Plagiarism is the act of presenting another person's work, ideas, or intellectual property as one's own, without appropriate acknowledgment. This includes:

- Copying text, images, or data from **books, articles, lecture notes, past student work, or online sources** without proper citation.
- Closely paraphrasing without referencing the source.
- Submitting **AI-generated responses** without explicit approval.
- Using content from **CourseHero.com, StuDocu.com, or similar platforms** without authorization.

Cheating

Cheating refers to any dishonest act intended to gain an unfair academic advantage. This includes:

- Copying or receiving unauthorized assistance in exams, assignments, or coursework.
- Using **unauthorized notes, devices, or third-party assistance** to complete assessments.
- Purchasing or sharing assignments, including contract cheating.

AI-Generated Content

AI-generated content refers to any text, images, or responses produced by artificial intelligence tools such as ChatGPT, DeepSeek, DALL-E, or similar AI platforms. **AI-generated writing is strictly prohibited unless explicitly allowed by the trainer/assessor.**

Important Points

1. This policy supports clause 1.8 of the Standards for Registered Training Organisations (2015) and ensures that all students meet the academic requirements of their registered courses.
2. This policy promotes and upholds the academic integrity of the College's registered course and meets the training package or accredited course requirements where applicable, and processes to address misconduct and allegations of misconduct.
3. The policy is intended to promote honesty in learning and assessment and respect for the work of others. A breach of this policy will result in students being penalised as per the College's Student Code of Behaviour.
4. The College registered courses must meet the training package or accredited course requirements where applicable.
5. The College considers plagiarism or cheating as an extremely serious academic offence/ misconduct.
6. Definitions:
 - a. Plagiarism means knowingly presenting the work or property of another person as if it were one's own/ without appropriate acknowledgement or referencing. It includes:
 - word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts) without appropriate acknowledgement or referencing;
 - closely paraphrasing sentences, paragraphs or themes without acknowledgement;
 - using another person's ideas, work or research data without due acknowledgment;
 - submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
 - using parts of a past student's assignment in the student's assignment without acknowledgment
 - copying or submitting computer files in whole or in part without indicating their origin;
 - in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.
 - b. Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination without due acknowledgment.
7. The College's Student Code of Behaviour is given to every student during the Orientation process and can also be located on the College website through the Terms and Conditions - <https://www.einsteincollege.vic.edu.au/terms-conditions>
8. This policy establishes a framework for the definition of and processes for preventing and dealing with instances of cheating and plagiarism with students. The purpose is to

develop student awareness of cheating and plagiarism and list the preventative and corrective actions the College undertakes in dealing with plagiarism and cheating.

9. Students are expected to acknowledge the intellectual property of others used in the preparation their assessment related work.
10. The penalty will depend on the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism or cheating.
11. Students can access the College's Complaints and Appeals Policy and Procedures to appeal the decision made by the Director of Studies/ ELICOS Coordinator on the outcome of plagiarism or cheating.
12. The Complaints and Appeals policy and procedures is available on the College's website on the following link: <https://www.einsteincollege.vic.edu.au/pdfs/Complaints-and-Appeals.pdf>
13. The Complaints and Appeals Form is available on the College website on the following link: https://www.einsteincollege.vic.edu.au/linkupload/Complaints-Appeals-Form_V4_05012015.pdf
14. This policy applies to the College's students and staff.
15. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff are aware of its application and implement its requirements.

Procedures for Prevention and Detection

Prevention Measures

All trainers and assessors will:

- Educate students on academic integrity and proper referencing during **Orientation**.
- Provide clear assessment requirements and **marking criteria**.
- Require students to sign a **Plagiarism and AI-Use Declaration Form** for all submissions.

Students must:

- Produce **original work** with appropriate citations.
- Not share or access **unauthorized materials from CourseHero.com, StuDocu.com, or similar sites**.
- Avoid using AI tools to generate or modify assessment responses unless permitted.

Detection Measures

The College will use **Turnitin** for all written assessments to:

- Identify **plagiarized content** from books, journals, past student work, and **CourseHero.com** and/or **StuDocu.com**.
- Detect **AI-generated writing** and flag suspicious submissions.

If a Turnitin report shows a **similarity score exceeding 25% (without proper citations)** or contains AI-detected text exceeding 25%, it may be flagged for investigation.

Further Prevention Procedures

1. All College staff involved in training and assessing will assist in providing a learning and teaching environment that upholds academic integrity. It is the trainer/assessor's responsibility to:
 - provide clear instructions regarding assessment requirements
 - provide appropriate training and support to assist students to learn the academic required for their assessment tasks

- provide marking criteria and an “Assessment Summary/Cover Sheet” for assessment tasks and require the signature of the student declaring that all cited works have been acknowledged.
 - take all reasonable steps to detect plagiarism and/or cheating
 - explain the consequences of plagiarism to students of who are not aware that plagiarism is a serious academic offence
2. Students are also made aware of the Plagiarism and Cheating Policy and Procedures during induction at Orientation by the College’s Student Services Staff
 3. All students have a responsibility to prevent cheating and plagiarism by:
 - ensuring that they have a sound knowledge of what cheating and plagiarism is
 - produce original work with appropriate and correct citations of the work, information, ideas that are taken from any source
 - take careful notes of ideas or information are sourced
 - acknowledge others’ work correctly (phrases, quotations, ideas, graphics, diagrams, charts, tables and figures)

Academic Misconduct Investigation Process

If a student is suspected of plagiarism, cheating, or AI-generated work:

1. Trainer/Assessor Review: The trainer will collect evidence and submit a report to the Director of Studies.
2. Student Notification: The student will receive a written notification to attend a meeting.
3. Student Response: The student may present their case and provide explanations.
4. Decision Outcome:
 - If no misconduct is found, the assessment will be marked.
 - If misconduct is confirmed, penalties will apply based on severity.

Academic Procedures

1. If a student is suspected of plagiarism or cheating, the trainer or assessor will investigate to establish evidence to support the suspicion.
2. If there is evidence to support the suspicion, the trainer or assessor will report this to the Director of Studies for VET courses and ELICOS Coordinator for ELICOS courses.
3. The Director of Studies/ ELICOS Coordinator will raise the concern in writing to the student concerned, requesting a time to discuss the matter. The student will have the opportunity to counter the allegations made against them.
4. The Director of Studies/ ELICOS Coordinator will decide if the matter amounts to plagiarism or cheating. In other words, the Director of Studies/ ELICOS Coordinator will determine if plagiarism or cheating was done with the intention of gaining an unfair advantage.

Decisions Made:

- a. The Director of Studies/ ELICOS Coordinator decides there was no Plagiarism or Cheating
If the Director of Studies/ ELICOS Coordinator decides that it is a case of unsatisfactory assessment and not plagiarism or cheating, the Director of Studies/ ELICOS Coordinator will ask the trainer/ assessor to mark the work appropriately.
- b. The Director of Studies/ ELICOS Coordinator decides there is a possible case of Plagiarism or Cheating.

- If the Director of Studies/ ELICOS Coordinator concludes that there is evidence that the student intended to obtain an unfair advantage, the Director of Studies/ ELICOS Coordinator will inform the student in writing, and give the student an opportunity to respond before making a final decision.
- c. The Director of Studies/ ELICOS Coordinator decides that Plagiarism or Cheating has occurred
- If after giving the student an opportunity to respond, the Director of Studies/ ELICOS Coordinator decides that the student has acted with an intention to obtain an unfair advantage, the Director of Studies/ ELICOS Coordinator will reject a Competency for that unit/ the result for the assessment and inform the student by email that the marks have been rejected and advise the student that he/she has a right to appeal as per the College's Complaints and Appeals Policy and Procedures; and ask the Student Support Officer to place a copy of the email in the student's personal file.

Penalties of Plagiarism/ Cheating

1. Students who are found cheating or guilty of plagiarism on any form of assessment will be deemed Not Yet Competent for the relevant Unit of Competence/ failed for the relevant assessments. The student will then need to re-submit/ resit assessment. See Assessment of Competency Policy and Procedures.
2. Students who are found cheating or guilty of plagiarism for a second time will need to re-enrol/ repeat the entire Unit of Competence and pay applicable fees.
3. Students who are found cheating or guilty of plagiarism for a third or subsequent time will be reported to the CEO.
4. Students will also be issued an official written warning which will be placed in the students' file.
5. After the official written warning letter, if the students are found cheating or guilty of plagiarism again, the students will be sent an intention to report letter and can be expelled from the College.
6. Students can access the College's Complaints and Appeals Policy and Procedures to appeal the decision.

Summary of Penalties for Plagiarism, Cheating, and AI-Generated Content

Offense	Consequence
First Violation	Assessment marked as Not Yet Competent (NYC), required resubmission, and official warning.
Second Violation	Student must re-enroll in the unit and pay applicable fees.
Third Violation	Suspension or expulsion from the College.

Appeals Process

Students may appeal decisions through the **Complaints and Appeals Policy and Procedures**, available on the College website:

<https://www.einsteincollege.vic.edu.au/pdfs/Complaints-and-Appeals.pdf>

For further inquiries, contact **Student Services** at contact@einsteincollege.vic.edu.au.

Maintenance of Records

1. All confirmed cases of plagiarism/cheating/AI writing will be documented in the Student Management System (Wisenet).
2. If allegations are dismissed, no records will be kept.

This updated Version 11 - "Academic Integrity, Anti-Plagiarism and Cheating, AI-Writing Policy and Procedures" were jointly updated by the Academic Team, Director of Studies, Compliance Manager, and then were checked and approved by the Director/CEO, Compliance Management Committee, and Legal Counsel as of 28 February 2025.