

# PLAGIARISM POLICY

## PURPOSE OF THE POLICY

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

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

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

## POLICY STATEMENTS

### STUDENT INTEGRITY AND HONESTY

Victorian Institute of Education 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 Victorian Institute of Education's Student Handbook and during orientation.

### UNACCEPTABLE BEHAVIOUR

From time to time, there may be incidents of student plagiarism, cheating and collusion which Victorian Institute of Education 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 Victorian Institute of Education. 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 Victorian Institute of Education.

## **RESPONSIBILITIES**

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

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