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1. Purpose

The purpose of this procedure is to define the system used to:

- Describe the Responsibility for applying IHNA's Plagiarism & Cheating Policy.
- Define plagiarism & cheating as applied within IHNA.
- Guidelines to students
- Describe the procedures for preventing cheating and plagiarism
- Provide the principles behind the imposition of penalties for plagiarism & cheating
- Provide the procedures for dealing with situations involving plagiarism & cheating.
- Describe the penalties for plagiarism & cheating as applied by IHNA
- Describe the student's Right of Appeal

2. Responsibility

The Training Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

3. Definitions

Plagiarism: Students are required to submit their own work for assessment. The presentation of someone else's work, words or ideas as one's own is plagiarism and therefore unacceptable. Plagiarism can be deliberate or accidental. Whenever students use the words or ideas of another person in their work, they must acknowledge where it is originally taken from.

Various forms of plagiarism as follows:

- Downloading or copying any materials/ideas or part of it from an online source and submitting it as your own work with acknowledging.
- Buying, stealing or borrowing any materials/ideas and submitting it as your own work.

Cheating: 'Cheating' is to act dishonestly or unfairly to gain advantage. It can also be defined as completing an assessment without a student's own effort and getting someone else to do the work. This is not an acceptable practice and will affect the progression of the course.

4. References

Title	Document Identifier	Location
Assignment Cover Sheet	IHNA-Form-ACS	Sharepoint/IHNA/IHNA Compliance/IHNA Forms
Student Complaints and Appeals Policy and Procedure		

5. Guidelines to students

Students shall be provided with information about plagiarism in the following ways;

1. Student Course Information Booklet
2. During orientation session
3. Policies section of IHNA website

6. Procedures for prevention and detection of Plagiarism and Cheating.

- a) IHNA will inform students about cheating and plagiarism in several ways via the "guidelines to students (section 6)" to make them aware of plagiarism and cheating and its consequences.
- b) IHNA will require each student to complete an Assignment Cover Sheet that includes information on plagiarism and cheating and a signature from students indicating they have not cheated or plagiarized in their assessment. This is required to be completed by the student for each assessment task.
- c) IHNA trainer/assessor will actively monitor students in class and /or during student assessments to detect any instance of plagiarism or cheating. IHNA has installed Crot Anti Plagiarism solutions plagiarism checker software on the moodle platforms to check on instances of plagiarism. IHNA utilizes plagiarism checker which checks the submitted assignments, compares among student assignments and compares with a small database from internet for plagiarism.
- d) Trainers/ Assessors will check the plagiarism in other forms of submitted assessments using online plagiarism detection website like
 - http://www.paperrater.com/plagiarism_checker
 - <http://www.plagiarismchecker.com/>

7. Principles behind the imposition of penalties for plagiarism & cheating

1. All students will be given an opportunity to explain the occurrence.
2. Students who unintentionally engage in plagiarism or cheating must be given appropriate counselling and guidance so that they do not repeat the offence.
3. Any cheating or plagiarism will incur a penalty ranging from a reprimand and warning, in writing, through to the cancellation of all assessment results for the course.

8. Procedures for dealing with situations involving plagiarism & cheating:

1. Any suspected case of plagiarism or cheating must be investigated by the Training Manager.
2. The principles of natural justice must be applied at all stages in the process. Any student suspected of plagiarising or cheating must be given a fair hearing and the opportunity to provide evidence of authorship.
3. If plagiarism or cheating is shown to have occurred, then the educator, in conjunction with the Training Manager and/or College CEO as appropriate, should determine the penalty, taking into account the principles and the penalty schedule listed.

4. The student must be advised, in writing, of the penalty and informed that s/he has the right to appeal the penalty under IHNA Complaints and Appeals procedures.
5. Details of any case of plagiarism or cheating must be recorded and the record kept centrally in the IHNA's WiseNet Student Records System against the specific student files.

9. Right of Appeal

Students have the right to appeal against the application and/or the outcomes of the above procedures. Refer to IHNA's Student Complaints and Appeals Policy and Procedure.

10. Penalties for Plagiarism & cheating

Categories of Plagiarism & cheating	Penalties	Procedures
First instance of Plagiarism or cheating	<ul style="list-style-type: none"> Reprimand and warning in writing. Assessment must be re done and re submitted. 	<ul style="list-style-type: none"> Letter of reprimand recorded on Student's WiseNet record
Second instance of Plagiarism or cheating	<ul style="list-style-type: none"> Final written warning indicating another occurrence will result in expulsion from IHNA. Assessment must be re done and re submitted. 	<ul style="list-style-type: none"> Statement of action taken recorded on Student's WiseNet record
Third instance of Plagiarism or cheating	Expulsion with no refund.	<ul style="list-style-type: none"> Statement of action taken recorded on Student's WiseNet record If penalty is the cancellation of all assessment results for the course then the Institute must refer the matter to all regulatory bodies if required