# Plagiarism and Artificial Intelligence (AI) Policy & Procedure

## Purpose

The purpose of this policy is to guide learners, staff, Trainers, and Assessors on the understanding of plagiarism and the appropriate use of Artificial Intelligence (AI Technology) programs within the education sector and what to do if a Learner is suspected of using AI Technology without acknowledgement of its use.

## Aim

Ensure that a Learner suspected of or is using AI Technology to plagiarise or cheat is managed within the parameters of this policy to allow the Learner to respond to the suspicion, while trying to minimise the effect on any Health Link Training products and to protect brand reputation within the industry.

## Definition:

| Item | Naming Convention |
|---|---|
| Artificial Intelligence (AI) | Artificial intelligence is the simulation of human intelligence processes by machines, especially computer systems. Specific applications of AI include expert systems, natural language processing, speech recognition and machine vision for example systems like CHAT GPT. |
| Cheating | Cheating occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair. Cheating Misrepresents a student's knowledge and abilities and undermines the instructor's ability to assess student knowledge and abilities honestly and fairly. |
| Plagiarism | Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.<br><br>Forms of Plagiarism:<br><br>1. Verbatim – word for word<br>2. Cutting and pasting from the internet without clear acknowledgement<br>3. Paraphrasing<br>4. Collusion – working together and submitting the same work.<br>5. Inaccurate citation<br>6. Failure to acknowledge assistance.<br>7. Use of material written by professional agencies or other persons<br><br>For further information on plagiarism, please visit the University of Oxford where the above information was obtained. (Sept 2022)<br><br>https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism |

Health Link Training considers the above to be forms of plagiarism and will take any matters reported as serious and will investigate as per this policy.

## 1. Roles and Responsibilities

The following roles and responsibilities have been identified to ensure that members of Health Link Training are aware of their responsibilities to meet the purpose and aim of this policy/procedure.

### 1.1 Training Manager/Compliance Coordinator

The Training Manager/Compliance Coordinator are to:

a)  Ensure that compliance with the RTO Standards is maintained
b)  Ensure the integrity of Health Link Training assessment and training methods.

### 1.2 Trainers and Assessors:

The Trainers and Assessors are to:

a)  Report to Health Link Training all suspected use of AI within the coursework
b)  Contact the Learner and discuss with them the use of AI Technology
c)  Collect and supply all evidence to support the claim.

## 2 Learner Declaration and the Use of AI within Course Work

All learners are provided with the following documentation to ensure that they are fully aware of their obligations when it comes to the use of AI within coursework.

Learners when studying with Health Link Training will receive and agree to:

1.  A learner declaration must be signed by the Learner before submitting their assessment which requests them to agree that the work they are submitting is their work and they understand the consequences as per this policy.
2.  Learner handbook that outlines this policy

## 3  Use of AI within Course Work

Health Link Training is aware of the use of AI Technology within the education space and supports its use where the use of AI has been constructive to support learners in their education to strengthen their skills and knowledge.

AI Technology includes the use of:

1.  AI system to develop text output.
2.  AI system to develop image outputs from text inputs.
3.  AI system to develop or provide complete formulas.

Health Link training will NOT support the use of AI Technology where it is used to cheat or plagiarise content to complete coursework.

## 3.1 Using AI Technology within Course Work

Learners may use AI Technology to support their education to ensure that they are effectively building on their skills and knowledge within the content matter of the coursework they are currently working on.

For this reason, Health Link Training will accept the use of AI Technology for the following reasons:

1. Seek guidance on how to structure an assessment or response.
2. Seek guidance on how to start a response to a question.
3. Seek guidance on the information that should be included within a response.
4. Seek information and ideas on the course information to complete the tasks required.
5. Seek guidance on where to find information.
6. Ask questions on material that a learner does not understand.
7. To proofread the learner's work
8. To receive feedback on the learner's responses
9. Improve the learners written communication skills by refining language and style.

**Important:** Learners must always write their responses in their own words and must not directly cut and paste the AI response into their coursework.

## 3.2 Limitations on the use of AI

Learners need to be informed that the use of AI Technology does have its limitations and may not provide the required or correct information relevant the coursework the learner is currently working on.

Learners need to ensure that they check the information provided by AI Technology by double checking websites, legislation, and other sources to ensure it is accurate to limit the possibility of a re-submission, cheating or plagiarism issues.

AI Technology limitations are as follows:

1. **Very occasionally incorrect:** information and facts produced by the product are remarkably accurate but are always stated with certainty despite being sometimes wrong. Current figures suggest that Chat GPT hallucinates 15-21% of the time.
2. **Unsubstantiated:** it cannot create an academic reference list or explain where the information is from.
3. **Out-of-date:** it operates offline and is trained from data from mostly pre-2021, so does not and cannot consider the most recent events or developments in a field.
4. **Biased:** all datasets contain some form of bias, and AI will reflect any biases contained in its training data.
5. **Lower quality and slower, if you request longer responses,** are still a long way from writing a thesis or novel.
6. **Often lack-lustre:** the outputs tend to be reasonably generic and lack the colour, nuance, personality and elegance that writing should have. Topics or questions that are complex, abstract, or require a deep understanding of a particular context are particularly challenging for the model.
7. **Reliant on the input:** writing effective prompts is a skill that requires practice. Despite these limitations, outputs are very likely to be of reasonable quality and unique every single time, making them essentially undetectable now.

## 3.4 When using AI Technology

Even though Health Link Training supports the use of AI Technology, Learners must ensure that they reference the use of AI Technology at any point within their course where they have used AI Technology to produce coursework.

This includes:

1. Where the learner have re-worded an AI Technology response into your own words
2. Where the learner has used AI Technology to proofread their work and changes have been made based on the feedback from AI Technology
3. Learners have used AI Technology for ideas and or guidance on what to write.

### 3.4.1 How to reference AI Technology

Learners that use AI Technology must reference AI Technology by:

1. Providing the URL and name of the AI Technology used
2. Providing the version number of the AI Technology used
3. Providing the question, the learner asked the AI Technology to answer.
4. Providing the date and time AI Technology was accessed.

Referencing AI Technology must be included at the end of each question where AI Technology has been used to support the response to the question.

Health Link Training will accept the following referencing within the workbook and the assessment.

| Harvard Referencing Style |
|---|

To use the Harvard referencing style learners are to include within their reference the following information.

| Author/s name and initials | Title of the article | Title of the journal in italics | Available publication information | Accessed day, month, and year. |
|---|---|---|---|---|

Example:

Google (2019) Google terms of service.
Available at:
https://policies.google.com/terms?hl=en-US (Accessed: 27 January 2020).

**Important:** Where a learner is suspected of using AI Technology and AI Technology has not been referenced, HealthLink Training will treat each case as cheating or plagiarism where the learner will be contacted to resubmit their work with repeat offenders risking cancellation of their course and forfeiting all fees paid.

## 3.5 How not to use AI Technology within Course Work

Learners must ensure that they do not use AI Technology within their coursework including not limited to the following.

1. Ask AI Technology to write the response to a question or assessment with the intent to copy and paste.
2. Ask AI Technology to write a complete assignment response with the intent to copy and paste.
3. Copy and paste responses from AI Technology directly into coursework.
4. Share Health Link Training resources with AI Technology by cutting and pasting Health Link Training questions or
   course information directly into an AI system.

## 3.6 Use of AI Technology within Classrooms

Trainers and Assessors may use AI Technology within the classroom to broaden the experience of the learner and to deepen the learning experience by providing critical thinking opportunities.

Health Link Training may use AI Technology within the following areas to assist with the delivery of course content:

1. Generate discussion points with interactive questions.

Trainer asks AI Technology a question based on the current subject matter. With the response, the trainer discusses the response with the learners. Where learners have further questions based on the original questions, the trainer can continue to use AI Technology to engage learners within the responses AI is giving.

2. Scenario testing throughout the course content

Trainers and assessors can ask AI Technology to provide a scenario based on the current topic. To assist with group work. Trainers can input the responses of the learners and allow the AI Technology to build further responses based on the original scenario.

3. Spot quizzes

Trainers and assessors can use AI Technology to generate a spot quiz on the current topic by asking it to generate ten multiple-choice questions.

**Important:** Trainers and assessors must also consider the information AI Technology is providing and ensure that it is providing the correct responses.