

# Academic Integrity Policy

## 1. Purpose

This policy is designed to maintain academic integrity and ensure that all assessment evidence submitted by students is genuine. It sets out what constitutes academic misconduct, including plagiarism and inappropriate use of artificial intelligence tools, and outlines the preventive measures, monitoring methods, and outcomes that apply when a student of Illoura College is found to have engaged in such behaviour.

## 2. Key Definitions

- **Academic integrity** Academic integrity refers to honest, ethical, and responsible academic behaviour that ensures all assessment work submitted by students is authentic and reflects their own learning and effort.
- **Academic misconduct** is considered a serious violation of academic integrity and applies to breaches that go beyond minor or unintentional plagiarism. Academic misconduct includes, but is not limited to, behaviour that:
  - Involves academic dishonesty such as cheating, plagiarism, collusion, fraud, contract cheating, or any other action intended to gain an unfair academic or personal advantage.
  - Involves the unauthorised buying or selling of essays, assignments, or content-creation services, or the unauthorised distribution, sale, or purchase of Illoura College copyrighted materials.

- **Forms of Academic Misconduct**

The following behaviours are prohibited and considered academic misconduct at Illoura College.

- **Cheating** includes any dishonest behaviour undertaken during an assessment to obtain an unfair advantage. This may include buying, selling, sharing, or exchanging assessment tasks; using unauthorised materials; or engaging in dishonest conduct during an examination, test, or practical assessment.
- **Copying** occurs when a student reproduces another person's work, in full or in part, with minimal or no modification and without appropriate acknowledgment or referencing.
- **Contract Cheating / Ghost-writing** occurs when a student has another person complete some or all of their assessment work and submits it as their own, regardless of whether payment or other benefit is involved.
- **Collusion** refers to unauthorised collaboration between students on individual assessment tasks. This includes:
  - Sharing work with another student for submission
  - Paying or asking another person to complete an assessment
  - Stealing or obtaining another person's academic work
  - Offering to complete another student's assessment in exchange for money or other benefits
  - This does not apply to approved group work where independent contributions are required and assessed.
- **Fraud (Impersonation)** involves impersonating another individual or allowing oneself to be impersonated during an assessment, examination, online activity, or submission. Both parties involved in impersonation are considered to have engaged in academic misconduct.
- **Fabrication or Misrepresentation** Fabrication includes falsifying information, data, evidence, or results in an assessment. Misrepresentation includes providing inaccurate information about individual contributions to group work.



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- **Interference or Obstruction** occurs when a student unfairly obstructs or disrupts another student's access to learning resources or ability to complete academic work.
- **Plagiarism** occurs when a student fails to appropriately acknowledge the original source of information used in their work, or when they re-submit their own previously assessed work without permission or disclosure (self-plagiarism). Plagiarism constitutes intellectual theft and is considered academic misconduct whether intentional or accidental.
- **Artificial Intelligence (AI)** refers to systems capable of performing tasks that typically require human intelligence, such as language processing, problem-solving, and decision-making.
- **Large Language Models (LLMs)**, such as OpenAI's ChatGPT, are AI tools that generate human-like text and can be used for functions such as summarising, translating, or responding to prompts.

All learning and assessment resources provided by Illoura College-including, but not limited to, lecture notes, assessment tasks, learner guides, workbooks, presentations, and training materials-remain the intellectual property of Illoura College and do not belong to students.

## 3. Policy

Illoura College is committed to maintaining a learning and assessment environment where academic integrity is fundamental. All assessment submissions must reflect a student's own knowledge, skills, and competence, with appropriate acknowledgment of any external sources used. Any form of misrepresentation, plagiarism, collusion, or unauthorised use of artificial intelligence (AI) tools is regarded as serious academic misconduct.

### 3.1 Acceptable and Unacceptable Use of Artificial Intelligence (AI) Tools

Illoura College acknowledges that artificial intelligence (AI) tools may support learning when used responsibly and in a manner that does not compromise academic integrity. The use of AI must not replace genuine learning, independent thinking, or the demonstration of a student's own knowledge and skills and competence.

#### 3.1.1 Acceptable Use of AI Tools

Students may use AI tools for learning support purposes without prior approval in the following circumstances:

- **Concept clarification**  
Using AI to help explain complex ideas or concepts in simpler terms to support understanding. AI must not replace course materials, trainer guidance, or learning resources.
- **Preliminary research support**  
Using AI to gain general background information on unfamiliar topics. Information generated by AI must be independently verified, and AI tools must not be cited as academic sources.
- **Brainstorming and idea development**  
Using AI to support early-stage idea generation. Final assessment submissions must demonstrate the student's own critical analysis and original thinking.

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- **Terminology and language support**  
Using AI to clarify unfamiliar terminology or industry-specific language. Students are responsible for validating explanations through course materials or reliable external sources.
- **Data pattern identification**  
Using AI to assist in identifying trends or patterns in large datasets to support analysis. All interpretations, conclusions, and decision-making must be the student's own work.
- **Writing quality improvement**  
Using AI to suggest grammar, spelling, or clarity improvements. The structure, arguments, content, and conclusions must remain the student's original work.

While AI tools may be used to support learning when explicitly allowed, students must ensure that all submitted work remains authentic, properly referenced, and compliant with assessment instructions.

### 3.1.2 Unacceptable Use of AI Tools

The following uses of AI are not permitted unless explicitly authorised in assessment instructions:

- Generating assessment responses or completing assessment tasks on behalf of the student
- Submitting AI-generated text, data, or outputs as original student work
- Using AI tools in a manner that misrepresents a student's own knowledge, understanding, or competence

Students remain fully responsible for ensuring that all submitted work accurately reflects their own learning and abilities.

## 3.2 Responsibilities and Practices

To uphold the standards of academic excellence at Illoura College, all members of the college community share responsibility for maintaining academic integrity.

### 3.2.1. Student Responsibilities

Students act as the primary custodians of their own academic journey. Therefore, all students are required to:

- **Submit Original Work:** Ensure that all submitted assessments and coursework reflect their own independent knowledge, effort, and understanding.
- **Adhere to Citation Standards:** Properly cite all sources of information, including text, data, and ideas. This explicitly includes the disclosure and citation of any content created or assisted by Artificial Intelligence (AI) tools.
- **Follow Assessment Guidelines:** Use AI tools and other external aids only within the specific contexts permitted by the assessment instructions.
- **Maintain Transparency:** Provide clear disclosure whenever AI tools have been utilized in the drafting or creation of submitted work, in strict compliance with the college's academic integrity guidelines.

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## 3.2.2 Training Team Responsibilities

Trainers and assessors play a critical role in fostering an environment of honesty. Their responsibilities include:

- **Educate and Advise:** Actively advise students on the principles of academic integrity, including acceptable practices for research, writing, and the proper citation of all sources (including AI-generated material).
- **Design Robust Assessments:** Develop fair, clear, and authentic assessment tasks designed to minimize opportunities for academic misconduct and plagiarism.
- **Monitor and Detect:** Utilize appropriate methods and detection tools to monitor submissions for potential breaches of integrity, including plagiarism, collusion, or the unauthorized use of AI-generated content.

## 3.2.3 Student Services and Compliance Team Responsibilities

Support staff and compliance teams ensure the policy is operational and understood. Their responsibilities include:

- **Communicate Expectations:** Work in conjunction with the Training Team to clearly communicate Illoura College's expectations regarding academic integrity and the ethical use of AI to the student body.
- **Provide Academic Support:** Maintain and promote robust student support services, specifically including resources for academic writing assistance and referencing workshops.
- **Policy Oversight:** Oversee the implementation of the Academic Integrity Policy and drive continuous improvement initiatives to ensure the policy remains relevant and effective.

## 4. Procedure

### 4.1 Promoting Student Awareness

To ensure all learners understand their obligations regarding academic honesty:

#### 4.1.1 pre-commencement

Prior to starting their course, students will receive comprehensive details regarding academic integrity-including specific rules on Artificial Intelligence (AI) and Large Language Models (LLMs)-via the Student Information Handbook and during the orientation process.

#### 4.1.2 Trainer Guidance

Throughout the course, trainers and assessors will actively promote ethical conduct by:

- Facilitating class discussions on the definitions and consequences of misconduct.
- Providing specific guidelines regarding permitted AI usage for each assessment.
- Designing assessments that validate authenticity, such as supervised exams, draft submissions, or oral presentations.
- Utilizing detection software (Turnitin) to verify the originality of work.



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## 4.1.3 Student Declaration

Upon submitting any assessment (whether via the LMS or a cover sheet), students must sign or click to accept a mandatory declaration. This confirms the work is their own and adheres to Illoura College's integrity standards.

## 4.2 Detection of Misconduct

Assessors employ a multi-step approach to identify potential plagiarism, collusion, or cheating.

### 4.2.1 Initial Review

Assessors will review submissions for irregularities, including:

- Language usage that is inconsistent with the student's typical ability.
- Formatting or phrasing characteristic of AI/LLM outputs.
- Responses that are factually correct but irrelevant to the specific assessment question.
- Citations of real sources that do not match the context of the answer.

### 4.2.2 Technical Detection & The 40% Threshold

Illoura College utilizes Turnitin to screen for AI-generated text and plagiarism.

- **Acceptable Limit:** The standard acceptable similarity score is 40% or less. This allowance accounts for correctly cited quotes, references, and common terminology.
- **Exceeding the Limit:** Submissions scoring above 40% will trigger a manual review to determine if misconduct has occurred. High similarity may lead to a requirement for resubmission or disciplinary action.
- **Exemptions:** Assessors may waive this threshold for specific tasks, such as heavily researched papers, provided that all citations are correctly attributed.

### 4.2.3 Validation Strategies

If misconduct is suspected, assessors may validate the student's knowledge by:

- Comparing the submission against work produced by the student in a supervised, face-to-face setting.
- Testing suspect passages in an LLM to see if similar output is generated.
- Conducting an oral interview to verify the student understands the content they submitted.

### 4.2.4 Evidence Collection

Assessors must document all evidence (reports, comparison logs, etc.) to support any allegations.

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## 4.3 Reporting Protocols

4.3.1 Any staff member or student who suspects academic misconduct must report the incident to the relevant Trainer, who will then escalate the matter to the Training coordinator.

4.3.2 Reports must be lodged via email or in person, accompanied by a completed Academic misconduct form and all supporting evidence.

## 4.4 Investigation Process

4.4.1 Upon receipt of a plagiarism report, the Administration and Student Support Supervisor will launch a prompt inquiry to verify the allegations.

4.4.2 The investigation will include a formal interview with the student to review the coursework and the alleged copied material.

4.4.3 Students are entitled to bring a support person to this interview and submit their own evidence or defence.

4.4.4 The findings of the investigation will be recorded in the student management system, and a formal outcome letter will be sent to the student.

4.4.5 Students have the right to appeal the decision within 20 working days of receiving the outcome letter, utilizing Illoura College's formal Complaints and Appeals Policy.

## 4.5 Notification of Outcome

The training coordinator and Student Support Officer will provide a written outcome to the student within 21 working days of the misconduct report being filed.

- Minor breaches may be resolved and communicated more quickly.
- If the investigation requires more than 21 working days, the student will be informed of the delay immediately.

## 4.6 Consequences of Misconduct

**4.6.1 First Offense:** If it is determined that a student has committed academic misconduct for the first time, the Training coordinator and Student Support Officer will:

- Issue a formal written warning stating that future infractions may lead to enrolment cancellation.
- Conduct a counselling session with the student regarding academic honesty.
- Apply a remedial penalty, such as requiring resubmission of the assessment or assigning a "Not Yet Competent" (NYC) grade.

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**4.6.2 Second Offense:** If a student is found to have committed a second instance of misconduct, the Training coordinator and Student Support Officer will:

- Recommend the cancellation of the student's enrolment.
- Issue a formal "Notice of Intention to Cancel Enrolment," warning the student of the potential impact on their visa status.
- Advise the student of their right to appeal this decision within 20 working days.

**4.6.3 Confirmation of Cancellation:** Enrolment will be cancelled if the student does not appeal within the 20 working days, withdraws their appeal, or if the appeal decision favors the College.

**4.6.4 Discretionary Powers:** The CEO retains the discretion to halt cancellation if the student can demonstrate that compassionate or compelling circumstances contributed to the behaviour. This is not a guaranteed right but a discretionary measure.

### 4.7 Record Keeping

Comprehensive records regarding the incident must be maintained in the student's file, including:

- The initial report of alleged misconduct.
- Documentation of all investigative steps and evidence.
- Copies of all correspondence sent to the student.
- Notes from meetings or counselling sessions.
- The outcome of any appeals.
- Written verification of enrolment cancellation (if applicable).

## 5. Related documents and forms

### Related Policies

- Enrolment Policy
- Complaints and Appeals Policy
- Assessment Policy
- Continuous Improvement Policy

### Related Forms

- Academic misconduct form
- Complaints form
- Appeal Form



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## Others

- Student Handbook

## 6. Policy Information

Policy Area	Training and Assessment
Policy Version	V 1.0
Date of Effect	July 2025
Review Schedule	July 2026
Application Standards	Outcome Standards for RTOs 2025 – Standard 1.4 and 2.2
Responsibility	<ul style="list-style-type: none"><li>• Director of Studies</li><li>• Director of Quality Assurance</li></ul>