

1 POLICY STATEMENT AND PURPOSE

This policy embodies ICHM's dedication to fostering and promoting academic integrity. It affirms ICHM's strong stance against any violations of academic integrity and outlines the fundamental principles guiding ICHM's approach to fostering students' ability to uphold standards of academic integrity.

2 SCOPE

This policy applies to **all ICHM courses, programs and learning activities**—award, non-award, study abroad and micro credential—regardless of delivery mode or location. It also applies to:

- **Current students** enrolled in any ICHM subject.
- **Former students** where evidence emerges that they facilitated or engaged in misconduct during or after enrolment.
- **All ICHM staff, contractors, external markers and supervisors.**

3 DEFINITIONS

Academic Excellence - The high standard of scholarly achievement in teaching, research, and learning.

Academic Misconduct - refers to a breach of academic integrity. Cheating, plagiarism, and fabrication or falsification of data are examples of such breaches (TEQSA Guidance Note: Academic Integrity, 2023).

Academic Integrity - Academic Integrity is the honest presentation of academic work through acknowledgment of the work of others while developing new insights, knowledge, and ideas. It includes values such as honesty, maintaining academic standards, and avoiding cheating and plagiarism.

Plagiarism - Plagiarism is the action or practice of taking and submitting or presenting another person's thoughts, writings or other work as though it is your own work.

Cheating - the attempt to deliberately circumvent examination or assessment rules or regulations. Cheating means to act dishonestly or unfairly to gain an advantage or to assist another student in gaining an advantage.

Contract Cheating - a form of academic dishonesty in which a person hires or pays someone else to complete academic work on their behalf. It can involve monetary compensation and non-monetary exchanges, such as favours or promises.

Collusion - a form of academic misconduct where two or more students work together to submit work meant to be completed individually, or where a student allows another to copy their work or submit work substantially similar to their own. Collusion may also occur when a student receives unauthorised assistance from another person, such as a tutor or a family member, in completing their academic work.

Recycling - The act of reusing one's own previously submitted work in another context or course without appropriate citation or permission.

Fabricating Information or Sources – Deliberate and unethical act of altering or fabricating documents or research data, results, records, or any other academic information with the intent to deceive others.

Falsification - Manipulating, changing, or omitting data or results so that the research or academic work does not accurately reflect the original observations or sources, or forging existing information or documentation.

Making Available (specifically in the context provided) - Distributing or sharing academic materials, whether complete or incomplete, through various means including online platforms.

Using Digital Technology (in the given context) - Utilising electronic tools, platforms, or software to produce or enhance academic work in a way that can undermine its originality.

Permissible Collaboration - Approved methods and ways students can work together on academic assignments, under the given guidelines and constraints.

Permissible Assistance - Approved methods of obtaining help or support for academic assignments without violating academic integrity.

Permissible Recycling - The conditions under which students can reuse their previous work with appropriate permissions and acknowledgment.

Tier 1 - Unsatisfactory referencing, minor paraphrasing issues, low level of plagiarism and AI report.

Tier 2 - No referencing, weak paraphrasing, self-plagiarism/recycling, high level of plagiarism/AI report, making materials available for copying.

Tier 3 - Collusion, contract cheating, cheating, fabrication and falsification.

4 POLICY DETAILS

4.1 The Role of ICHM

4.1.1 ICHM is committed to producing, transmitting, and utilising knowledge through various forms of scholarship, such as teaching, research, and other means. ICHM views academic excellence and integrity as the foundation of scholastic achievement and quality assurance.

4.1.2 ICHM believes that maintaining academic integrity requires individuals to demonstrate scrupulous ethical behaviour and seeks to develop and maintain a culture fostered by all staff and students that values academic honesty.

4.1.3 ICHM opposes and will not tolerate violations of academic integrity and actively works to monitor, detect, prevent, and record all threats to academic integrity.

4.1.4 ICHM will treat all occasions of academic misconduct seriously and respond to incidents per this policy and the associated procedures.

4.1.5 ICHM is committed to providing students and staff with guidance and training on what constitutes academic misconduct and how to foster good practices in maintaining academic integrity.

4.2 The Role of Students

All students hold the responsibility to:

- (a) Conduct themselves honestly and with integrity in all academic affairs.
- (b) Avoid committing or colluding with others in committing plagiarism or violating academic integrity guidelines.
- (c) Promptly provide the College with all pertinent information concerning any allegation or finding of an academic integrity violation.
- (d) Comply with penalties imposed for academic misconduct findings.
- (e) Adhere to this policy and its procedures.

4.3 Supporting Students to Achieve Academic Integrity

To foster academic integrity, ICHM will ensure the following:

- (a) policies and procedures are made available that clearly document what is expected from students and how allegations of breaches of academic integrity expectations will be handled.
- (b) that students have access to education regarding all aspects of academic writing throughout their enrolment.
- (c) Procedures for detecting and reporting any suspected occasions of academic misconduct are clearly written and available for staff and students.
- (d) ICHM will record all occasions and outcomes of academic misconduct investigation on the student's profile.

4.4 Acceptable Use of Generative AI

Students may employ GenAI **only** for: grammar/spelling correction; preliminary idea generation; nonassessable exploratory tasks. Use for drafting, paraphrasing, structuring or rewriting assessable content is **prohibited** unless explicitly permitted in the Study Guide.

AI Usage Statement – every assessment cover page must include:

"I confirm that any AI tools were used solely for permitted purposes outlined in the Study Guide; the substantive ideas, structure and wording of this submission are my own." Students must retain AI chat transcripts for audit if requested.

4.5 Detecting Breaches of Academic Misconduct

Occasions of academic misconduct include (but are not limited to):

- (a) Plagiarism
- (b) Collusion
- (c) Contract Cheating
- (d) Cheating
- (e) Recycling
- (f) Fabricating information or sources
- (g) Falsification

(h) Making available (in any way, including physically, sharing via online platforms or websites) any part of the whole of a completed or partially completed assessment.

(i) Using digital technology in a way that compromises the integrity of the work as original to the author. That is, using artificial intelligence (i.e. Chat GPT, Grammarly AI, etc.) or paraphrasing/translating software (i.e. Quill Bot, Grammarly Rephrase, etc.) to generate exact content that is copied into assessment responses.

4.6 Fostering Student Collaboration

ICHM recognises the importance of developing students' ability to work collaboratively. The following points outline permissible actions in completing assessments.

4.6.1 Permissible Collaboration

(a) preparing, discussing and writing jointly prepared work (such as group assigned assessment tasks).

(b) discussing course content and class discussions with others to further understand the concepts and applications of the unit.

(c) Participating in informal study groups that discuss the content of the unit but do not discuss assessment tasks (except any information provided about the assessment available on the learning management platform).

(d) Working with others to improve academic writing techniques, provided the content shared does not relate to any assessment tasks.

(e) Using time to consult with teaching staff about the content of unit/s (subject/s) and obtaining clarification or feedback for the completion of assessment tasks.

4.6.2 Permissible Assistance for Individual Work

Acceptable collaboration with students or outside stakeholders includes:

(a) Engaging in assistance to understand a unit's content and plan to complete assessments with ICHM academic support staff.

(b) Using an editor or proof-reader (including digital writing tools such as Editor function in Microsoft Word Program) provided the application or the person does not change the meaning of the text undergoing proofing/copy-editing. Areas of editing may include advice on structure, spelling, grammar and use of voice and tone.

(c) Where students use assistance to complete assessments, acknowledgement of the assistance must be detailed after the reference section or at the end of the submitted task. For example, use of AI to generate ideas must include the platform used, the search requests made, and the answers generated by AI (copying answers from AI and/or using AI to paraphrase are not permitted).

4.6.3 Permissible Recycling

(a) When a student uses their previous work in a current or prior course or unit, it will not be considered recycling if the teaching staff approves the submission before it is formally submitted, and the previous work is acknowledged.

(b) Students repeating a unit of study must receive permission from the teaching staff member of the unit of study before submitting any part of the previous assessment.

4.7 Identifying and Responding to Academic Integrity Breaches

Three Tier Breach Framework

Tier	Description	Typical Examples	Initial Decisionmaker	Possible Outcomes*
1	Minor, inadvertent, skill related	Incomplete citations; limited unattributed paraphrase; < 50 % similarity; low level AI use	Lecturer	Mark penalty; resubmission; academic skills referral
2	Major, substantial, repeated or reckless	Fabricated references; recycled work; 50–89 % similarity; undeclared AI drafting	Academic Integrity Officer	Resubmission with cap; significant mark penalty; academic warning
3	Academic Misconduct (deliberate)	Contract cheating; collusion; fraudulent AI; ≥ 90 % similarity; exam cheating	Academic Team Lead (with Academic Committee)	Zero for task/unit; suspension; exclusion; external reporting

4.7.1 The responsibility for identifying suspected breaches of academic integrity sits with all teaching staff assessing or grading submitted work.

4.7.2 Teaching staff will apply principles of fairness and transparency when identifying breaches of academic integrity.

4.7.3 All students whose work is suspected of breaches of academic integrity will be informed, and their work will not be graded.

4.7.4 Teaching staff are required to investigate suspected cases of breaches of academic integrity to determine if the breach meets or exceeds the Tier 1 (Minor breach) threshold as detailed in the relevant Academic Integrity Procedure.

4.7.5 When the teaching staff assesses Tier 2 or above breaches, an Academic Support Officer will be assigned to assess the case.

4.7.6 When Tier 3 breaches, as detailed in the relevant Academic Integrity Procedure, are determined by the academic support officer, the case will be referred to the relevant academic integrity officer for review and possible penalisation.

4.7.7 When cases meet the criteria for extreme academic misconduct, the Academic Integrity Team Leader may refer the case to the Dean for consideration of course expulsion.

5 RESPONSIBILITIES AND AUTHORITIES

The Academic Team Lead (or delegated nominee) is responsible for ensuring the implementation of this policy, the associated procedures, and other relevant documentation.

All students and staff are responsible for adhering to the principles of academic integrity as outlined in this policy.

6 REVIEW

The Academic Team Lead is responsible for the review of this policy on a three (3) yearly basis or as and when there are any legislative or business changes

7 APPROVAL

Accountability and review			
Delegate	Academic Team Lead		Ref: ICHM Delegations Register
Approval body	Academic Board		
Approval date	20251017		
Review date	3 years from last review 20281017		
Supporting information			
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth)		
Sector benchmarking	TEQSA Guidance Note – Academic Integrity		
Supporting documents			
Related documents	ICHM Personal Conduct policy ICHM Assessment policy ICHM Academic Grievance policy		
Superseded documents			
Type and location			
Policy type <i><select row and shade></i>	Corporate Governance Academic Governance Academic Management Operational Management		
Location/access <i><select row and shade></i>	Website Student access Staff access Overseas		
Amendments			
Version No.	Amendment type	Amendment Date	Key changes
1.0	Major	13/12/2019	Creation of new policy to strengthen and complement existing Assessment Policy
1.1	Minor	January 2021	Minor amendments to incorporate research & reference research ethics policy & reference to new legislation prohibiting cheating services
1.2	Minor	March 2021	Minor amendments to academic integrity breach reporting procedures & education section
1.3	Minor	15 June 2021	Minor amendments to responsibilities due to ICHM restructure.
1.4	Minor	15 March 2022	Minor amendments to definitions, responsibilities due to internal process updates
1.5	Minor	24 Mar 2023	Minor updates for Program Director Academic title to Academic Director. Removal of Program Coordinator from the process.
2.0	Major	29 Aug 2023	Major updates to include definitions of artificial intelligence, include Academic Integrity Officer and updates to process.

2.1	Minor	30 Sep 2024	Updates to role titles. Removal of Academic Director and replaced with Academic Team Lead.
3.0	Major	17 Oct 2025	Policy updated to be in line with Acknowledge Education's 'Fostering Academic Integrity policy'. Updates made to all sections of the policy.