

POLICY NUMBER:	2.13.1	VERSION NUMBER:	9.0
DATE LAST REVIEWED:	September 2025	NEXT REVIEW DATE:	September 2026
RELATED POLICIES:	2.16 Student Conduct Policy	RESPONSIBILITY: Academic Board	
RELATED PROCEDURES	2.13.2 Academic Misconduct Procedure		

ACADEMIC MISCONDUCT POLICY

1.0 Purpose

AIPC is committed to upholding high academic standards. This policy outlines the standards of academic integrity expected of all students enrolled at AIPC, and the approaches taken to prevent and address academic misconduct.

2.0 Scope

This policy applies to all Institute staff, and students enrolled in AIPC Higher Education programs.

3.0 Definitions

- 3.1 Academic integrity is a provider's responsibility to ensure its staff and students act with honesty, trust, fairness, respect and responsibility as they engage in learning and teaching in courses and units of study (TEQSA, 2024).
- 3.2 Academic Misconduct usually refers to a breach of academic integrity and includes any situation in which the assessment work presented by the student is not their own or does not appropriately acknowledge the originator of the work. Academic misconduct also includes cheating and falsification of data.
- 3.3 Academic misconduct may be classified as either *purposeful* or *non-purposeful*.
 - i Purposeful misconduct refers to intentional actions taken to gain an unfair academic advantage
 - ii Non-purposeful misconduct refers to breaches arising from negligence, misunderstanding, or lack of awareness.
- 3.4 Artificial intelligence tools refer to any digital systems that generate, manipulate, or analyse text, code, images, data, or other content to assist or automate academic tasks. This includes, but is not limited to, generative AI, paraphrasing, summarising, translation, and grammar-correction tools.
- 3.5 The Academic Misconduct Procedure provides the operational definitions, criteria, and processes for managing each category.

4.0 Principles

- 4.1 The Institute has an educative approach to Academic Integrity with a focus on the creation and maintenance of a culture of Academic Integrity.

- 4.2 Commitment to Academic Integrity and honesty is the responsibility of all staff and students of the Institute.
- 4.3 The Institute recognises that evolving technologies, including artificial intelligence tools, require an adaptive approach to maintaining academic integrity and commits to reviewing its practices to ensure they remain current, relevant and effective.
- 4.4 The Institute embraces the following values as core to the concept of Academic Integrity:
 - 4.4.1 Honesty is being truthful, maintaining transparency, encouraging openness and acknowledging other's work.
 - 4.4.2 Trust is the belief and confidence that others will act with integrity, reliability and fairness. Trust is developed when clear and consistent academic standards are set and applied consistently and fairly.
 - 4.4.3 Fairness is establishing clear, reasonable and transparent expectations, providing consistent and just responses to dishonesty and integrity breaches and upholding Academic Integrity principles consistently.
 - 4.4.4 Respect is valuing and considering diverse opinions and ideas, being inclusive, and establishing practices to support fairness in the interactions of Students, staff, and administration.
- 4.5 Academic integrity requires the Institute to:
 - 4.5.1 Provide academic development for staff in the areas of academic integrity and supporting students in practising academic integrity.
 - 4.5.2 Provide resources and training to support students in developing their understanding and practice of academic integrity.
 - 4.5.3 Adopt an educative approach to addressing minor cases of academic misconduct.
 - 4.5.4 Design assessment activities which minimise opportunities for academic misconduct.
 - 4.5.5 Have systems for identifying, reporting, managing and monitoring academic integrity breaches and any trends in academic integrity breaches.
- 4.6 Academic integrity requires the student to:
 - 4.6.1 Act ethically and honestly in demonstrating their learning, particularly in the submission of academic work which students claim is their own.
 - 4.6.2 Engage with academic integrity resources and training provided by the Institute to inform themselves of appropriate academic writing, practice and referencing conventions.
 - 4.6.3 Acknowledge in their work the use of others' ideas, works, information and other contributions, usually through academic referencing and citation systems.
 - 4.6.4 Prevent their work from being copied by other students.

5.0 Developing Good Academic Practice

The following approaches are taken to educate students on good academic practice and contribute to the prevention of academic misconduct:

- All commencing students are required to complete an Academic Integrity module prior to submitting their first assessment.
- All commencing Bachelor students are required to undertake CORE101 Academic Skills.

- All students have access to the Student Success page on the Higher Education Learning Portal where they have access to a range of resources to implement positive study habits and academic practices.
- The entry requirements of all courses are benchmarked to other providers and ensure language and writing ability are considered during application for entry to the respective course.
- The Academic Coach supports at-risk students to develop an understanding of academic integrity.

6.0 Academic Misconduct

6.1 Academic misconduct can occur in many forms and covers a range of unintentional and intentional behaviours. These include:

6.1.1 Cheating – breaking rules or engaging in dishonest practices in formal and informal assessment, including, but not limited to:

- a) the use of prohibited material or equipment during assessment.
- b) unauthorised consultation with other persons or services during assessment.
- c) copying or reading another student's examination work.
- d) copying and sharing questions or answers during assessment;
- e) cutting and pasting prepared answers or unauthorised material in an online examination.
- f) obtaining or seeking assistance from a third party to complete the assessment when it is not authorised.
- g) providing another student with assistance to complete the assessment when it is not authorised; and
- h) failing to comply with standards of conduct during examinations in a way which may compromise the integrity of the examination.

6.1.2 Contract Cheating – having another person or service prepare, undertake or participate in assessment on behalf of the student.

- a) submitting assessment that has been obtained, wholly or in part, from a commercial service.
- b) submitting assessment that has been obtained, wholly or in part, from another person.
- c) submitting assessment that has been produced or modified, wholly or in part, by an artificial intelligence tool, algorithm, or computer generator where such actions are not authorised in the assessment task.
- d) producing or supplying assessable work or materials for submission by another person.
- e) promoting the services of a commercial service that provides solutions for assessment.
- f) It is a breach of academic integrity to engage in conduct that supports contract cheating, including, but not limited to:
 - I. providing a commercial service with an assessment task or solution, wholly or in part; and
 - II. file-sharing of learning and teaching materials, which include the intellectual property of AIPC or another party
- g) It is not considered file-sharing if all of the following conditions are met:

- I. the material does not contain any third-party intellectual property or if it does, such material is appropriately acknowledged;
 - II. it is sharing learning and teaching material directly with another AIPC student for personal study purposes;
 - III. the material is not an assessment task; and
 - IV. the material is the student's own interpretation of the resources provided in the unit.
- h) Impersonation is a form of outsourcing assessment and therefore is a breach of academic integrity. Impersonation involves a third party undertaking an examination or other assessment, online or in person, on behalf of a student.

6.1.3 Using digital technology in a way that compromises the integrity of the work as original to the author. Using artificial intelligence tools or paraphrasing/translating software to generate exact content that is copied into assessment responses.

6.1.4 Plagiarism – representing as one's own work the language, ideas or expressions of another person or persons, including:

- a) direct copying, summarising, or paraphrasing another's work without appropriate acknowledgement, reference or citation.
- b) using, adapting or developing an idea or hypothesis from the work of others without appropriate acknowledgement, reference or citation.
- c) copying or adapting non-text based material created by others, such as diagrams, designs, musical score, audio-visual materials, artwork, plans, code or photographs without appropriate acknowledgement, reference or citation.
- d) using another person/s experimental results without appropriate acknowledgement, reference or citation.
- e) using software to disguise plagiarism (washing).

6.1.5 Collusion – committing an act of academic misconduct in unauthorised collaboration with another individual. Collusion includes, but is not limited to:

- a) working with others to produce assessment work where such collaboration is not specifically authorised in the assessment requirements. Authorised collaboration (e.g., group projects) is distinguished from collusion.
- b) knowingly allowing own assessment work to be copied by another student.
- c) sharing completed or draft answers to summative assessment items, where it is reasonable to expect that the material, wholly or in part, will be submitted for assessment by others.
- d) sharing detailed examples of work related to assessment items, where it is reasonable to expect that the material will be submitted for assessment by others.
- e) obtaining or reading others' completed or draft assessment work to gain an unfair advantage.

6.1.6 Misrepresentation – submitting work that has been written or heavily-edited by another person or service; and/or compiled of mainly direct quotations (with or

without acknowledgement); and/or includes references that do not link to the student's work.

6.1.7 Fabrication – intentional misrepresentation related to academic work including, but is not limited to:

- a) the creation of fictitious data or citations,
- b) wilfully omitting data,
- c) inventing sources of data, evidence, or ideas by citing irrelevant or non-existent sources
- d) claiming work is original, comprehensive, or genuine when it is not.
- e) falsification of student identity, including falsifying attendance or participation.

6.1.8 Recycling – the re-use by a student of their own work, partially or wholly, that has been assessed, without appropriate acknowledgement of the source or appropriate permission.

7.0 Identifying and Responding to Academic Misconduct

- 7.1. The responsibility for identifying suspected breaches of academic integrity sits with all academic staff assessing or grading submitted work.
- 7.2 Academic staff will apply principles of fairness, transparency, and consistency when identifying and reporting suspected breaches.
- 7.3 All students whose work is suspected of breaches of academic misconduct will be informed of the concern and given the opportunity to respond..
- 7.4 Academic staff are responsible for reporting suspected cases in line with the *Academic Misconduct Procedure* .
- 7.5 Academic Integrity Officers are responsible for investigating reported cases, applying the criteria set out in the *Academic Misconduct Procedure*, and determining appropriate outcomes..
- 7.6 Serious or repeated cases may be escalated to senior academic leadership for consideration of higher-level penalties, in accordance with the *Academic Misconduct Procedure*.
- 7.7 Students may appeal decisions relating to academic misconduct in accordance with the *Academic Complaints and Appeals* process. Grounds for appeal include:
 - A procedural error occurred in the investigation or determination;
 - New evidence has become available that could not reasonably have been presented earlier; or
 - The penalty imposed is disproportionate to the nature or severity of the misconduct.

8.0 Procedures

8.1 See 2.13.2 Academic Misconduct Procedure

9.0 Recordkeeping and Reporting

- 9.1 All incidents of academic misconduct are recorded in the Academic Misconduct Register.
- 9.2 The Academic Board is responsible for monitoring and implementing this policy and accompanying procedure.
- 9.3 An Academic Integrity Report is prepared and tabled at each Academic Board meeting for review and discussion.

10.0 Relevant Legislative and Regulatory Documents

- Higher Education Standards Framework (Threshold Standards) 2021
- TEQSA Guidance note: Academic and research integrity v2 2024
- TEQSA Good practice note: Addressing contract cheating to safeguard academic integrity 4 October 2017

11.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	Jan 2012	Head of School	New policy implemented
2.0	Jan 2013	Head of School	Policy name changed to Academic Misconduct Description of forms of academic misconduct added Process for determining and responding to case of suspected academic misconduct Preventing and Detecting Plagiarism added to include the Institutes methods of prevention
3.0	Jul 2015	Head of School	Process expanded to include the role of the Head of School and examples of unintentional academic misconduct & actions the Head of School may take when academic misconduct has occurred
3.0	Mar 2016	Head of School	No changes made
4.0	Apr 2019	Head of School	Policy name changed to Preventing and Responding to Academic Misconduct Format of policy changed Overview expanded, Detecting Contract Cheating added expanded to include AIPCs online proctoring service
5.0	Nov 2020	Academic Board	Detecting Contract Cheating changes to AIPCs approach to detecting cheating to include invigilation of online exams via Zoom and the process involved.
6.0	Mar 2021	Academic Board	Preventing and Detecting Plagiarism changes made to the actions taken by lecturers to identify if plagiarism has occurred

7.0	Mar 2023	Academic Board	Policy number changed to 2.13 TEQSA definitions of academic misconduct added Principles added to include the academic integrity expectations of the Institute and students, language changes throughout to reflect staffing titles Procedure changes reflected Institutes use of Turnitin, what constitutes as minor academic misconduct, actions taken for misconduct, recording processes of misconduct, Detecting Contract Cheating has been changed to include Artificial Intelligence Examinations have been added as a separate section Relevant Legislative and Regulatory Documents has been added
7.0	Mar 2024	Academic Board	Policy and procedure separated into two clear documents
8.0	Mar 2025	Academic Board	Principles expanded to include the Institutes values Academic Misconduct added to policy to include the expanded forms of unintentional and intentional behaviours of academic misconduct Identifying and Responding to Academic Misconduct added to policy to include the responsibilities of academic staff and how to determine if Tier 1 or 2 breach Detecting Contract Cheating – AI and Examinations moved to Academic Misconduct Procedure Record Keeping and Reporting added to policy.
9.0	Sept 2025	Academic Board	Added policy-level definitions acknowledging purposeful and non-purposeful academic misconduct, with operational definitions retained in Procedure Replaced detailed process steps with principle-based responsibilities for academic staff, Academic Integrity Officers, and senior academic leadership to align and ensure consistency between policy and procedure