

PP1.4 Academic Integrity Policy and Associated Procedures

Policy area	Training and Assessment
Standards	Outcome Standards for RTOs 2025, Standard 1.4 National Code 2018- Standard 6
Responsibility	Students, Trainers and Assessors, Academic Manager
Classification	Internal Only

1. Purpose

The purpose of this policy is to uphold academic integrity and ensure the authenticity of assessment evidence by clearly defining plagiarism, responsible use of generative Artificial Intelligence (AI), and outlining expectations and consequences related to academic misconduct.

SCCM is committed to fostering a culture of ethical conduct, independent learning, and critical thinking. This policy provides clear guidance to students and staff on recognising and avoiding plagiarism and the appropriate use of AI in academic work.

2. Definitions

- **Plagiarism:** Presenting another person's work, ideas, or expressions as one's own without proper acknowledgment. This includes both published and unpublished sources, in print or electronic form.
- **Academic Misconduct:** Dishonest behaviour in academic work, including plagiarism, collusion, cheating, or misusing AI.
- **Artificial Intelligence (AI):** Tools or systems capable of performing tasks that require human intelligence (e.g., ChatGPT, Grammarly, AI paraphrasers).
- **AI Misuse:** Unethical use of AI tools to generate, edit, or manipulate academic content, misleadingly presented as original student work.

3. Policy Statement

SCCM promotes a high standard of academic integrity. Students are expected to demonstrate independent thought, critical analysis, and original expression in all assessments. Trainers and assessors must ensure assessment decisions are based on authentic student work.

The growth of AI presents both opportunities and risks. While SCCM recognises the value of AI in supporting learning, students must use AI responsibly and ethically, following the specific guidance outlined in assessment instructions.

4. Academic Integrity Requirements

4.1 Student Responsibilities

Students enrolled at SCCM are expected to uphold academic honesty in all assessment activities. Specifically, students must:

- **Develop original responses:** Each assessment submission must represent the student's own understanding, interpretation, and expression of the topic. While referencing is encouraged, the majority of content must be produced independently.
- **Acknowledge all sources appropriately:** Any use of published materials, including AI-generated outputs, must be clearly acknowledged using proper referencing. If AI is permitted, students must provide details about the specific tool used and how it contributed to their work.
- **Avoid unauthorised AI use:** When assessment instructions do not permit AI use, students must not use any AI tools (e.g., text generators, paraphrasers, translators) to create or edit their assessment responses.
- **Ensure assessment authenticity:** All submitted work must reflect the student's own competencies and decision-making processes. Misrepresentation through copying, collusion, or unpermitted AI use will be treated as academic misconduct.

4.2 Trainer and Assessor Responsibilities

Trainers and assessors play a critical role in upholding academic standards and must:

- **Specify AI usage permissions:** Each assessment task must include clear instructions regarding the use of AI tools. Where AI use is permitted, this must be explicitly stated. If silent, it is assumed that AI use is not allowed.
- **Educate on referencing standards:** Trainers are responsible for teaching students how to cite and reference correctly, including how to acknowledge AI-generated material. Instructional sessions or resources must be provided as part of orientation and ongoing support.
- **Verify assessment authenticity:** Trainers must actively evaluate the originality of student submissions using methods such as:
 - Reviewing writing style consistency
 - Conducting follow-up oral questioning or interviews

- Using plagiarism detection and AI analysis tools to screen for irregularities

SCCM expects trainers to raise concerns promptly with the RTO Manager when academic misconduct is suspected and to provide evidence to support any investigation.

5. Referencing Requirements

Students must use the **Harvard Referencing System** for all assessments requiring citation.

5.1 In-Text Citation Example:

- "To succeed, the team will rely on both task process and group process" (Dwyer & Hopwood, 2010, p. 239).
- Dwyer and Hopwood (2010, p. 239) state that "to succeed, the team will rely on both task process and group process."

5.2 Reference List Example:

Dwyer, J. & Hopwood, N., 2010, *Management Strategies and Skills*, Sydney, McGraw Hill Australia.

6. Use of Artificial Intelligence (AI)

6.1 Acceptable Use of AI

SCCM acknowledges that AI tools can be valuable learning aids when used ethically. Without requiring express permission, students may use AI tools to:

- Understand complex academic or vocational concepts by simplifying language or explanation.
- Conduct preliminary research to identify key ideas or approaches for tasks.
- Brainstorm and explore different perspectives or strategies related to an assessment.
- Interpret difficult terms, idioms, or figures of speech.
- Analyse data or identify trends to guide further research.
- Improve grammar, spelling, structure, or clarity in draft writing (proofreading or editing assistance).

Students are still expected to produce content that reflects their own knowledge and reasoning, even when supported by AI in the learning process.

6.2 Unacceptable Use of AI

The following activities are deemed **unacceptable and constitute academic misconduct** if used without permission or disclosure:

- Submitting content generated entirely or in significant part by an AI tool as if it were the student's original work.
- Using AI to write or complete entire responses to assessment tasks (e.g., essay answers, reports, project documents).
- Relying on AI to bypass the student's learning and skills development process.
- Including AI-generated descriptions or fabricated documentation of practical activities.
- Using AI where the assessment explicitly prohibits its use or does not clearly permit it.

Such misuse undermines assessment integrity and will be addressed through SCCM's academic misconduct process.

6.3 Where AI Use is Permitted

If an assessment task explicitly permits the use of AI tools, students must:

- **Clearly acknowledge** the AI tool used (e.g., ChatGPT, Grammarly), including how and for what purpose it was applied.
- **Reference AI content** properly if it is quoted, paraphrased, or summarised in the assessment.
- **Declare edited or AI-translated content** as part of the Assessment Authenticity Declaration.
- **Maintain originality** by ensuring the final submission demonstrates the student's own interpretation, analysis, and understanding, even when supported by AI.

If no instruction is provided about AI, students **must not** assume it is permitted. Assessments may be subject to AI content detection and authenticity verification.

Breaches of these conditions will be treated as a violation of SCCM's academic integrity policy and may lead to disciplinary action.

7. Common Knowledge

Common knowledge (e.g., historical facts, general observations, folklore) does not require referencing. For example:

- Julia Gillard was Prime Minister of Australia.
- Humans need food and water to survive.
- The "Bunyip" is an Australian mythological creature.

8. Cheating

Cheating is a serious breach of academic integrity and involves any form of dishonest behaviour with the intent of gaining an unfair advantage in academic work. SCCM is committed to fostering an assessment environment that is honest, transparent, and compliant with regulatory expectations.

8.1 What Constitutes Cheating

Cheating may include, but is not limited to:

- Bringing unauthorised materials (e.g. notes, textbooks, mobile phones) into exams or supervised assessments.
- Copying from another student during assessments.
- Permitting another student to copy your work.
- Using electronic devices or communication tools to gain answers during assessments.
- Submitting work completed by someone else (including friends, tutors, or hired services).
- Receiving unauthorised help or assistance during assessments or in the preparation of assessments.
- Collaborating on individual tasks without permission.

8.2 Trainer Responsibilities

Trainers and assessors must:

- Clearly outline what constitutes cheating in all assessment briefings.
- Ensure students are aware of authorised and unauthorised resources.
- Monitor assessments effectively and consistently across delivery modes (online and face-to-face).
- Intervene immediately when suspected cheating is observed and report any suspected incidents of cheating to the RTO Manager.
- Promote academic honesty by modelling ethical behaviour and setting clear expectations.

Cheating undermines the credibility of the qualification and the fairness of the assessment process. SCCM will take all reported incidents of cheating seriously and apply disciplinary action consistent with the Academic Misconduct Procedure.

8.3 Student Responsibilities

Students are responsible for:

- Submitting only their own original work.
- Citing all sources and AI tools appropriately.
- Understanding and complying with assessment conditions.
- Seeking clarification when unsure.
- Avoiding sharing or lending assessments to others.
- Upholding SCCM's standards of academic integrity at all times.

9. Breach of Policy

Breaches of this policy will be investigated and may result in:

- Re-submission of the assessment
- Formal warning
- Mark penalties or being deemed Not Yet Competent
- Suspension or cancellation of enrolment for repeated or severe violations

10. Related documents to consider with this policy

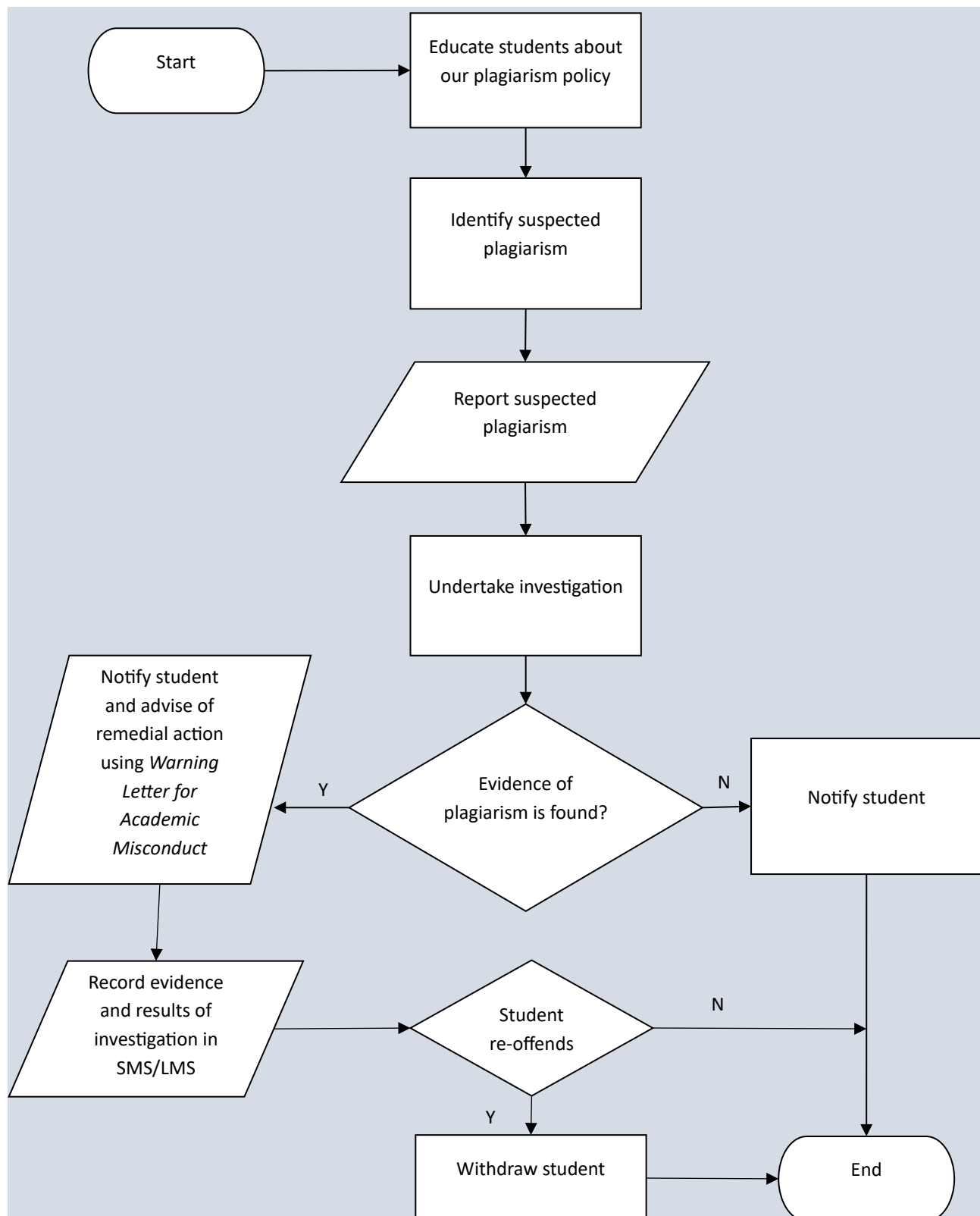
- Assessment Quality Control policy
- Student Completion and Issuing Certificates policy
- Appeals Handling policy
- Continuous Improvement policy
- Warning Letter for Academic Misconduct
- Continuous Improvement Report
- Request for an Appeal of a Decision Form
- Complaints and Appeals Register
- Appeals Response Letter
- International Student Handbook

11. Reference(s) to Standards

SRTOs 2025- Outcome Standards for RTOs, Standard 1.4

National Code 2018 – Standard 6, Overseas Student Support Services

Flow chart



Document Version Control

Document Title	PP1.4 Academic Integrity Policy & Associated Procedures	
Reviewed By	Compliance Manager	
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1.0	Version ID: PP1.4 Academic Integrity Policy & Associated Procedures V1.0	July 2025

