POLICY: Academic Integrity Policy	
Objective	The aim of this policy is to uphold a culture of honesty, trust, fairness, respect, and responsibility within the academic environment.
Policy Name	**Academic Integrity**
Policy No	**LERN18A**
Associated Policies and Procedures	LERN11A_SDS_Assessment Submission Policy LERN11A_IDO_Assessment Submission Policy LERN12A_SDS_Assessment Resubmission Policy LERN12A_IDO_Assessment Resubmission Policy LERN19A_Use of Artificial Intelligence Policy STU08A_SDS_Course Progression Policy STU08A_IDO_Course Progression Policy STU11A_Grievance and Complaint Policy
Associated Documentation	SDS Student Handbook IDO Student Handbook SDS eCampus Course Induction IDO eCampus Course Introduction Submitting Assessments Factsheet
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 1: 1.1 Part 1, Division 2: 1.3 - 1.5 Part 2, Division 5: 2.7 - 2.8 Part 4, Division 1: 4.1 Part 4, Division 2: 4.3
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Date and Version	V1 14/02/2016 V2 11/09/2025

The School is committed to academic integrity as fundamental to its operations. Academic integrity rests upon the establishment, maintenance, and enforcement of ethical standards in teaching, learning, and assessment.

Core Principles

All students are required to:

- Submit original work created specifically to meet the assessment brief provided.

- Properly credit sources and references, including visual, written, and digital material.

- Avoid plagiarism, fabrication, falsification, and unauthorised collaboration.

- Respect the intellectual property rights of others, including classmates, Educators, and external creators.

- Follow ethical practices in the use of artificial intelligence (AI), CAD software, and digital design tools.

- Maintain honesty in all assessments, critiques, presentations, and submissions.

Academic Misconduct

Academic misconduct includes, but is not limited to, the following:

Plagiarism

- Copying or closely imitating the design, drawings, concepts, text, or digital files of another without proper citation.

- Submitting another's work as one's own, including third-party-produced content.

- Reusing previous work without Educator approval.

Fabrication and falsification

- Inventing data, sources, or design processes.

- Misrepresenting attendance, participation, or project completion.

Unauthorised collaboration

- Working with others on individual projects unless expressly permitted.

- Sharing or receiving answers, files, models, or project components.

Improper use of digital tools

- Misuse of AI tools without proper acknowledgement.

- Copying design templates, 3D models, or layouts from online sources without acknowledgement or modification.

Facilitating academic dishonesty

- Allowing others to copy or use one's work.

- Selling or distributing assessments or projects.

Use of Generative AI and Design Technology

The use of AI and generative design tools must follow these guidelines:

- Students may use AI as a support tool. The core work and ideas must be produced by the student.

- Students must disclose and cite all uses of AI-generated text, images, renderings, or design assistance.

- Students must be able to explain and show any working such as their creative process or their digital production.

- If specified by the Educator or assessment brief, AI must not be used or must only be used in specific instances.

- AI must not be used to circumvent learning a skill required of the course.

Declaration

Upon submission of an assessment on the eCampus, students are required to complete a declaration that they are providing all their own work, or where necessary, they have appropriately acknowledged their sources.

Outcome of Academic Misconduct

Suspicions of academic misconduct may come from sources including a student's Educator, peer, or the Education Manager. Upon receiving a report of suspected academic misconduct, an investigation will be conducted by the Education Manger and the student will be required to meet with the Education Manager, General Manager, Director, and/or Operations and Learning Advisor to discuss the situation.

If a student is deemed to have intentionally or unintentionally failed to meet this Academic Integrity Policy in an assessment submission, they will receive an automatic Not Yet Competent grade for that assessment. The student will then need to resubmit their work according to the Resubmission Policy. Students studying timetabled classes on campus or in Virtual Studio will also receive an At-Risk Warning. If a student is deemed to have failed to meet this Academic Integrity Policy twice, their enrolment will be cancelled.

Appeal

Students have the right to appeal a decision within 10 business days of notification by following the Grievance and Complaint Policy.