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STAR GAZERS EDUCATION PTY LTD T/AS DANFORD COLLEGE
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POL015_Academic Integrity Policy

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1. Scope

Danford College students are expected to maintain honesty and integrity in all the academic work. This policy establishes the College's approach to promoting academic integrity, preventing an identifying academic misconduct and responding fairly where misconduct is suspected or established.

The Academic Integrity Policy is in accordance with:

- Standards for RTO 2025 – Outcome Standards for NVR: Standard 1.4.

This policy is applicable to but not limited to all current students studying at Danford College, Academic Department and Compliance Department.

2. Purpose

The purpose of the Academic Integrity Policy is designed to maintain the integrity and honesty of students' academic work. The policy aims to achieve the following objectives:

- Promote ethical and responsible academic integrity among students
- Outline clear guidelines on prevention of academic misconduct including misconduct involving artificial intelligence (AI);
- Clearly outline the student obligations and Danford College responsibilities in upholding the academic integrity
- Define disciplinary process to handle if any academic misconduct is suspected

3. Types of Academic Misconduct

Academic misconduct refers to any unethical or dishonest behaviour related to academic work. It can take various forms like plagiarism, cheating collision, etc.

Plagiarism: Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and referencing the source, using an author's ideas without proper acknowledgment and reference, copying another student's work.

Whether Plagiarism is **Intentional** (associated with an intent to deceive), or **Unintentional** (associated with a lack of understanding of plagiarism or a lack of skill in referencing and/or acknowledging others' work) it still constitutes as academic misconduct.

Examples of Plagiarism:

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- Copying of another student's or author's exact sentences, paragraphs, or creative products (drawings, graphics) without clearly indicating that you are making a direct quote and/or without giving a reference (includes copying from books, articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, internet, lecture notes or tapes);
- Using other's ideas/work by changing only a few words without clearly referencing the original source;
- Copying computer files in whole or in part without indicating their origin;
- Copying and submitting another student's work, wholly or partially, by changing variable names in computer programs.

Collusion: Unauthorised collaboration on assessable work with another person or persons. For example, if two or more students agree to plagiarise in some way, this is considered to be colluding. It can also occur if two or more students work together on an assignment that they have been instructed to complete individually for assessment.

Cheating: Cheating involves any behaviour by students in relation to any item of assessment which falsely represents the student's effort or performance on the assessment. The act of cheating, whether it is intentional or unintentional, is an act of intellectual dishonesty. Students are expected at all times to act honestly when fulfilling their assessment requirements.

Examples of Collusion and cheating:

- Borrowing a classmate's assignment for the purpose of modifying it and presenting it as your own work;
- Allowing another student to look at your assignment so that they can copy it;
- Using calculators or dictionaries in exams when you have been informed that they are not allowed;
- Whispering answers to another student during a test/assessment;
- Submitting work as your own, which has been written for you by another person
- Copying and submitting another person's work as if it were your own.

Misuse of Artificial Intelligence (AI):

- AI refers to digital systems that generate, transform, analyse or otherwise produce content or outputs in response to instructions or data. Generative AI may produce text, images, code, audio, video, summaries or other material.
- AI use is not automatically academic misconduct. Whether it is permitted depends on the instructions for the relevant assessment, the learning activity and the requirements of the applicable training product. Students must follow any conditions set by Danford College and the trainer or assessor.
- AI-related academic misconduct may include, but is not limited to:
    - submitting AI-generated or AI-rewritten content as the student's own work where that use is prohibited or where it misrepresents the student's knowledge, skills or contribution;
    - using AI to complete an assessment task that is intended to verify the student's independent knowledge, practical performance, communication or other required competence, where such use is not permitted;
    - failing to disclose or acknowledge AI use when the assessment instructions require disclosure;
    - using AI to generate false references, citations, data, workplace records, observations, evidence or other information presented as genuine;

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- using AI to fabricate or alter evidence of practical performance or workplace activity;
- submitting AI output without checking it, where this results in false, misleading or materially inaccurate information being represented as the student's work; or
- entering personal, sensitive, confidential or identifiable information into an AI tool contrary to College instructions, privacy requirements or authorisation arrangements.

- AI may be used for learning support, brainstorming, explanation, language assistance, drafting or other purposes only where permitted by the relevant instructions. Students remain responsible for the accuracy, relevance, suitability and integrity of all submitted work.

4. Prevention and detection of Academic Misconduct

Maintaining Academic Integrity is a student obligation and to ensure the integrity is maintained, Danford College ensures all the students are informed regarding this Academic Integrity Policy.
Information regarding academic misconduct, its prevention and the consequences if academic misconduct is detected is provided to students during Orientation and Induction sessions prior to their course commencement, in Student Handbook, on Danford College website and on CANVAS.

Additionally, the Trainer and Assessor also emphasises on the Academic Integrity to the students throughout their course duration.

4.1 Detection of Academic Misconduct

Assessments submitted via CANVAS:

Danford College uses Turnitin Software which is integrated with CANVAS to detect plagiarism for all the online assessments submitted by the students.

All Trainers and Assessors while assessing students' work, use Turnitin to obtain an originality report, which will reveal the percentage of material plagiarised (against any online resources or copied from other students' work) or inappropriately cited in the assessment.

The acceptable plagiarism percentage is 20% unless if the plagiarism is matching with the assessment template provided by the Trainer and Assessor

Since Turnitin cannot detect plagiarism in text submitted as images, assessments containing screenshots of text will not be accepted unless otherwise advised by the Trainer/Assessor.

In addition to identifying plagiarism, Turnitin may also provide indicators of text generated by Artificial Intelligence (AI) tools. While students may use AI tools for assistance where permitted by the assessment instructions, submitting AI-generated content as their own work

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without appropriate acknowledgement, or using AI in a manner that breaches assessment requirements, may constitute academic misconduct.

AI detection results must not be used as the sole basis for determining academic misconduct. Trainers and assessors must us professional judgement, consider the assessment requirements and relevant evidence, and provide students with an opportunity to respond before determining whether academic misconduct has occurred. Confirmed cases of academic misconduct will be managed in accordance with the disciplinary process outlined in Section 5 of this policy.

Additionally, the Trainer/Assessor must use their professional judgement when determining the amount or extent of actual plagiarised material in an assessment. The Trainer/Assessor must provide a valid justification for marking an assessment as satisfactory that contains a high level of plagiarism submitted by the student.

All students studying at Danford College can check their own work for plagiarism using Turnitin and make appropriate amendments prior to submitting their assessments via CANVAS. For more information refer to RES_018_Submitting a Turnitin Assignment via CANVAS available on Danford College website www.danford.edu.au

Assessments submitted on paper:

Assessments submitted on paper (mainly knowledge assessments) are completed by the students under in presence of a trainer/assessor. While submitting the assessment, the student also submits an assessment cover summary sheet confirming it is their own work.

While assessing these assessments, Trainers/Assessors use their professional judgement to identify if the work submitted by the student meets the academic integrity standards.

4.2 Student Obligations

Students are required to:

- Be aware and comply with the College's Academic Integrity Policy in relation to plagiarism, collusion and cheating;
- Take necessary actions to minimise academic misconduct such as; writing assessment responses using their own words; referencing assessment responses;
- For assessments submitted on paper (mainly knowledge assessments) submit the assessments with assessment cover sheet at front to confirm it is their own assessment/work;
- For assessments submitted via CANVAS, use Turnitin to determine of any possible plagiarism and amend their work prior to submitting the assessment;
- Reference all assignments for submission appropriately as per the RES015_Guidelines for referencing available on Danford College website www.danford.edu.au and on CANVAS;
- Use AI tools only where permitted and acknowledge their use in accordance with assessment requirements.
- Ensure that AI-generated content is not misrepresented as their own work or used to demonstrate skills and knowledge they have not acquired.
- Seek advice and support from their Trainer and Assessor, student support staff and the student counsellor, as required.

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4.3 Trainer and Assessor Responsibilities

- Regularly inform students of their obligations regarding the submission of assessments, breaches of academic integrity and possible penalties;

- Clearly communicate any assessment-specific requirements or restrictions relating to the use of AI tools.
- Arrange support services for students such as consultation sessions to assist students achieve competency;
- Apply this Academic Integrity Policy while assessing students' assessments;
- Ensure the knowledge assessments are submitted with the assessment cover sheet
- Investigate suspected academic misconduct;
- Record academic misconduct and action, the detected plagiarism as outlined in section 5 of this policy;
- Counsel students and consult with the Academic Team Leader to determine the appropriate disciplinary action to be taken when academic misconduct occurs

5. Process for Handling Academic Misconduct

Where academic misconduct is suspected by the Trainer/Assessor, the Trainer/Assessor must investigate and identify if the academic misconduct is intentional or unintentional based on their professional judgement and as outlined in section 4.1 of this policy.

An indication that suspected academic misconduct is unintentional:

- The student is new to Danford College and has not received any previous warning/s;
- A negligible amount has been plagiarised;
- The student did not reference their assessment appropriately.

An indication that suspected academic misconduct is intentional:

- The student has received previous written warning/s of academic misconduct
- A significant percentage of their assessment is plagiarised as detected by Turnitin

5.1 If Unintentional Academic Misconduct is detected

For the first time - the Trainer/Assessor must:

- Give a verbal warning to the student
- Deem the assessment as Not Yet Satisfactory (NYS) – student follows the re-assessment cycle as defined in POL006_Assessment Policy
- Lodge the communication in student diary on RTO Manager.

5.2 If intentional Academic Misconduct is detected

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- The Trainer/Assessor must:
  - Deem the assessment as Not Yet Satisfactory (NYS)
  - Enter the identified academic misconduct in the RES020_Academic Misconduct Register and fill the RES019_Academic Misconduct Report
- The Academic Team Leader must send a warning letter to the student and advise the Trainer and Assessor of the resolution of either resubmission or re-assessment in accordance with the POL006_Assessment Policy
- If the academic misconduct for the same assessment is identified again, it will be deemed as NYS.
- If the student receives more than 3 warning letters, their enrolment with Danford College may be cancelled in accordance with the POL009_Deferment, Suspension or Cancellation of student enrolment Policy and POL011_Student Code of Conduct Policy

Record Keeping:

All the verbal warnings and information regarding the meetings conducted must be recorded in the student diary on RTO Manager.

All warning letters must be sent via RTO Manager and saved in the student folder in SharePoint.

All Academic Misconduct Reports must be saved in the student folder in hard copy and a scanned copy must be saved while archiving the student folder.

6. Complaints and Appeals

If a student unsatisfied with the outcome of the allegation imposed on them regarding the academic misconduct, they have the right to access Danford College's complaints and appeals process at no cost within 20 working days of receiving the outcome.

In the event a student lodges an internal appeal:

- The student must remain at the College and comply with the student responsibilities as outlined in their letter of offer during the internal appeal process;
- Danford College will not cancel the student enrolment while the internal appeal is in process.

If the student has exhausted the internal appeal process and is not satisfied with the outcome of the internal appeal process, the student has the right to appeal externally with the Commonwealth Ombudsman with minimal or no cost within 10 working days of concluding the internal appeal. The student must inform Danford College in writing if they have appealed externally within 10 working days.

If the external appeal outcome is in favor of the student, Danford College will implement the decision or recommendation and/or take the preventive or corrective action required by the decision and will advise the student in writing of the action.

Below are the contact details for the Commonwealth Ombudsman:
GPO Box 442
Canberra ACT 2601

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Email: ombudsman@ombudsman.gov.au
Tel: (in Australia): 1300 362 072 Tel: (outside Australia): +61 2 6276 0111

For more information please refer to Danford College's POL007_Complaints and Appeals Policy

7. Associated Documents

- POL006_Assessment Policy
- POL009_Deferment, Suspension or Cancelation of Student Enrolment Policy
- POL011_Student Code of Conduct Policy
- RES015_Guidelines for referencing
- RE019_Academic Misconduct Report
- RES020_Academic Misconduct Register
- RES024_Danford College_Student Handbook
- Associated warning letters

Appendix

Definitions

1) **CANVAS:** CANVAS is an online study management system used by Danford College. CANVAS is used by the students to access course materials, submit their assessments and check their result, while the trainers and assessors use CANVAS to mark and provide feedback on the assessments submitted by the students.
2) **RTO Manager**: RTO Manager is a College Management system used by Danford College for day – to – day operations to access and maintain portals for students, trainers, agents, etc.
3) **Turnitin:** Turnitin is a plagiarism detection software that scans student work for matched text by comparing the work, publications, and materials on the internet.

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