

Academic Integrity Policy & Procedure

1. Purpose

This Policy supports the Australian College of Business Intelligence's (ACBI/the College) commitment to academic integrity, ensuring that all students and staff act with honesty, trust, fairness, respect, responsibility and courage in all academic activities.

ACBI educates and supports students to develop strong ethical foundations and maintain integrity in all academic, professional, and personal endeavours.

This Policy also provides a framework for staff and students to prevent breaches of academic integrity, manage suspected breaches, and impose penalties for breaches.

2. Policy Statement

ACBI is committed to upholding the highest standards of academic integrity across all training and assessment activities. It ensures that all assessment submissions are the authentic and original work of the student, free from plagiarism, contract cheating, or the inappropriate use of artificial intelligence. ACBI will:

- Provide education and training on academic integrity, including responsible use of AI
- Maintain clear procedures for identifying, reporting, and managing breaches
- Apply fair and proportionate penalties for confirmed breaches
- Promote a culture of honesty and responsibility across all teaching and learning activities

3. Policy

Key Principles

The key principles informing this Policy are:

- academic integrity embedded in all aspects of the curriculum
- appropriate behaviour in undertaking all academic and professional work including assessment tasks, examinations, and institutional documents
- access to, and provision of, adequate information and guidance on what is expected and appropriate in terms of academic integrity and standards
- academic integrity in all its operations and functions and any breach of academic integrity will incur appropriate consequences
- handling of allegations of academic misconduct by students and staff in accordance with the principles of procedural fairness.

Breaches of Academic Integrity

A breach of academic integrity includes, but is not limited to:

- Contract cheating or ghost writing;
- Falsified workplace evidence and fraudulent RPL evidence;
- Collusion;
- Plagiarism or failure to acknowledge sources (including AI);
- Dishonest or misleading conduct;
- Fabrication or falsification of data or evidence;
- Using or attempting to use unauthorised material during assessment;
- Uploading ACBI materials to external or public AI platforms;

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- Complicity in assisting others to engage in any of these actions.

Use of Artificial Intelligence (AI)

Students may use AI tools to support learning, idea generation, or research, provided that:

- AI use is acknowledged in their submission;
- Responses are paraphrased, analysed, and expressed in the student's own words;
- The submission clearly demonstrates the student's own understanding of the topic.

Prohibited Use of AI

Students and assessors must not upload any ACBI assessment tasks, learning materials, or student work into free or open-access AI models (e.g., ChatGPT Free, Gemini, Copilot, or similar).

These platforms may store and reuse content, which can compromise confidentiality and breach copyright.

Submitting AI-generated content as one's own work, or failing to reference its use, constitutes academic misconduct.

AI Use and Staff Responsibilities

Assessors must verify the authenticity of student work, particularly where AI assistance is declared.

AI detection tools may be used to support but not replace professional judgement.

Students should be educated on appropriate and ethical AI use during orientation and assessment preparation.

4. Definitions

Academic integrity: Commitment to honesty, trust, fairness, respect, responsibility and courage in all areas of academic activity.

Academic misconduct: Acting in any way contrary to the spirit of academic integrity to gain an unfair advantage.

Artificial Intelligence (AI): Any digital system, platform or tool that generates, suggests, or reformulates text, images, code or other content, including generative AI models such as ChatGPT, Gemini, Copilot, or similar.

Responsible use of AI: Using AI as a learning or research tool to explore ideas, understand concepts, or develop draft responses, while ensuring final submissions are the student's own work and include clear acknowledgment of any AI assistance.

Misuse of AI: Presenting AI-generated content as one's own, submitting unreferenced AI outputs, or uploading ACBI materials to public AI platforms.

Assessment: Any process used to determine a student's achievement of identified learning outcomes, using written, oral, or practical methods.

Breach: Failure to comply with this Policy or related procedures, intentionally or unintentionally.

Plagiarism: Using the words, ideas, or content of others (including AI tools) without appropriate acknowledgment.

Contract cheating: Having another person or system complete assessment work and claiming it as one's own.

Collusion: Unauthorised collaboration or sharing of work between two or more people on an assignment designed to be completed independently.

5. Responsibilities

Trainers and Assessors are responsible for implementing integrity checks.

The Director of Studies ensures ongoing effectiveness through monitoring and evaluation.

Students are responsible for submitting their own original work.

6. Legislative Requirements.

Standards for RTOs 2025 - Standard 1.4

“The assessment system ensures assessment is conducted in a way that is fair and appropriate and enables accurate assessment judgement of VET student competency..” This includes ensuring the authenticity of student work and identifying instances of plagiarism, collusion, or use of artificial intelligence tools that may compromise the validity of the assessment outcome.

This policy supports compliance with Standard 1.4 of the Standards for RTOs 2025, and also aligns with requirements under Standards 1.5, 2.3, and 3.1 where academic integrity is supported through validation, student communication, and staff competency.

7. Scope

This policy applies to all students enrolled in nationally recognised training and all staff involved in training and assessment at ACBI.

8. Procedure

ACBI implements a range of measures designed to prevent breaches of academic integrity and to support students in meeting their academic integrity requirements.

Assessment Design

In designing assessments, ACBI incorporates strategies to eliminate or minimise opportunities for academic misconduct. Assessment tasks have clearly explained requirements, supported by well-designed marking criteria, marking guide, and assessment brief,

For written assessments, submissions may include:

- outlines or drafts
- open questions tests and assessments
- demonstration of ability and knowledge via a written or practical examination
- academic referencing

For non-written assessments, part of the assessment may include:

- practical demonstration of skills and application of knowledge
- an oral presentation
- evidence of research and findings
- drafts or preparatory work

Assessment tasks in which breaches of academic integrity have occurred are redesigned and assessment task questions are rewritten to avoid repetition of assessments in which students have gained knowledge of the task.

ACBI also ensures that academic integrity considerations are incorporated into tool development, pre-validation, and validation activities.

Student Orientation

The student orientation session includes information about academic integrity, particularly what academic misconduct is and how to avoid it such as:

- following the requirements in the assessment guide and the advice of the trainer
- seeking assistance from the trainer or Academic Team

All commencing students are required to undertake a module on academic integrity as part of their orientation, which is available on the Learning Management System (LMS).

The Academic Integrity Module is set up as a pre-requisite module to be completed before accessing the course content on the LMS.

The LMS and Academic Team will maintain a record of students who have undertaken the pre-requisite module.

Learning Support

Learning and academic skills support will be offered to students throughout their enrolment by the trainers and the Academic Team. Support can be offered in the areas of:

- accessing resources
- researching
- paraphrasing and quoting
- acknowledging sources and referencing
- self-regulation - using a free plagiarism checker such as Grammarly or Small Seo Tools

This support will be offered through scheduled workshops, learning support materials on the LMS, and individually on request.

Academic Integrity Declaration

As assessments are submitted via the Learning Management System, students are required to declare that the work being submitted is their own and there is no breach of academic integrity. On submission, students will be advised that making a false declaration is a serious offense and will be taken into consideration if a breach of academic integrity has taken place.

Dealing with Breaches of Academic Integrity

Recognition of possible breaches of academic integrity is the responsibility of the trainer or assessor and needs to be supported by clear evidence, such as:

- similarity detected by using plagiarism checker tools
- similarity with work submitted by another student or by the same student for another assessment
- non-submission of required outlines, drafts, or preparatory work, as outlined in the assessment brief
- disparity between student's performance to date in course work and/or prior assessments

Without clear evidence, an allegation of academic misconduct is not to be acted upon.

When academic misconduct is suspected in group tasks, the steps within this procedure must be undertaken individually for each student.

Note: Where a student has properly referenced quotes from other sources, this is **not** plagiarism. ACBI requires **at least 70%** of an assessment to be a student's original work.

Where authenticity concerns or suspected academic misconduct arise, assessors must not finalise results until an investigation is completed.

Investigating Breaches of Academic Integrity (Students)

The trainer or assessor notifies the Director of Studies of the suspected breach of academic integrity, who considers the evidence provided.

A) If the Director of Studies deems the evidence does not substantiate a breach of academic integrity, the allegation is dismissed, and no further action is taken;

B) If the Director of Studies finds that the evidence indicates a possible breach of academic integrity, the Academic Team, as per instructions from the Director of Studies, informs the student via email within 5 working days.

The email invites the student to a meeting/hearing at which the student can present their case. The purpose of the email is to:

- inform the student of the allegation
- advise the date and place of the meeting/hearing. The meeting should occur within 10 working days of the initial notification
- indicate that the student may bring a support person
- provide a copy of the *Academic Integrity Policy* and these Procedures
- allow the student to submit a written statement by the date of the meeting as an alternative to, or supplement to, the meeting.

If the student is unable to attend the meeting, the discussion may occur via email, teleconference, or video conference. The Academic Team is to record this communication within the Student Management System (SMS), along with ongoing correspondence with the student.

In response to the enquiry, the Director of Studies is to determine whether the evidence confirms:

- A breach of academic integrity **has** occurred. The Director of Studies documents this in the SMS and proceeds to issuing the penalty.
- A breach of academic integrity **has not** occurred. The allegation is dismissed, the outcome recorded in the SMS and communicated to the student and the trainer or assessor via email.

If the student does not respond to the meeting request or chooses not to participate in the enquiry, the Director of Studies is to determine whether the available evidence confirms a breach has occurred or not.

Penalty (for student breaches)

When the evidence confirms a breach of academic integrity has occurred, the Director of Studies is to determine whether the breach is:

- **'major'** – deliberate, planned, significant in scale and/or in scope;
- **'minor'** – academic misconduct that is not deemed 'major';
- **'initial'** – the first time a breach has been confirmed;
- **'repeated'** – a breach has previously been confirmed.

The Director of Studies is then to determine an appropriate penalty for the breach, based on the four criteria above. Penalties include (noted in ascending severity):

- resubmission of the assessment task
- an alternative assessment task is to be undertaken by the student where the opportunity to breach academic integrity has been eliminated or reduced (e.g. an oral presentation)

- a Not Yet Competent (NYC) mark for the assessment task and the need to access the ACBI Re-assessment process as described in the *Assessment Policy & Procedure* (administrative fees apply)
- a final NYC result for the Unit of Competency
- referral to the Compliance Manager with a recommendation of suspension, or cancellation of enrolment.

Except for cancellation of enrolment, each of these penalties is to be accompanied by a requirement for the student to undertake further training on academic integrity.

Any **major or repeated** breach must be referred to the Compliance Manager. An accompanying recommendation on how to respond to the breach must also be provided.

The Director of Studies' decision is recorded in the SMS and communicated to the student and the trainer or assessor via email. If the student disagrees with the outcome of the investigation, the student can access the appeals process outlined in the *Student Complaints and Appeals Policy & Procedure*, which can be accessed on the ACBI website.

Note: *Appendix 1 provides a visual overview of the process for dealing with suspected student breaches of academic integrity.*

Follow-up & Record Keeping

Breaches of academic integrity by students are to be noted in the Academic Misconduct Register and SMS, along with actions arising and the outcome.

In response to breaches of academic integrity, the Director of Studies reviews the assessment brief for which a breach occurred, and associated assessment tools, to determine if further developments are required to eliminate or minimise future occurrences.

The Director of Studies reports breaches of academic integrity to the Management Team and advises on measures being taken to eliminate or reduce opportunities for academic misconduct.

Procedure Summary Table (Academic Integrity Prevention and Student Breaches)

Step	Action	Responsibility	Timing
1	Design and validate assessment tasks to minimise opportunities for academic misconduct and incorporate academic integrity controls.	Academic Team/ Director of Studies	During assessment development and validation
2	Provide academic integrity information during orientation and require completion of the Academic Integrity Module before LMS course access.	Academic Team/ Students	At commencement of enrolment
3	Provide ongoing learning and academic skills support, including research, referencing, paraphrasing and academic integrity resources.	Trainers/Academic Team	Throughout enrolment
4	Submit assessments through the LMS and complete the Academic Integrity Declaration confirming the work is the student's own.	Students	At each assessment submission

5	Identify and document suspected academic integrity breaches based on clear evidence. Results must not be finalised while an investigation is underway.	Trainer/Assessor	As concerns arise
6	Review evidence and determine whether there is sufficient basis for an academic integrity investigation.	Director of Studies	Upon receiving allegation
7	If evidence supports a possible breach, notify the student in writing, provide relevant documentation, and arrange a meeting/hearing.	Academic Team/ Director of Studies	Email within 5 working days; meeting within 10 working days
8	Conduct the meeting/hearing (or alternative communication method) and record all correspondence and outcomes in the SMS.	Director of Studies/ Academic Team/ Student	During investigation
9	Determine whether a breach has occurred and record and communicate the outcome. If no breach is substantiated, dismiss the allegation.	Director of Studies	Following investigation
10	Where a breach is confirmed, determine severity (minor/major and initial/repeated) and apply an appropriate penalty, including academic integrity training requirements.	Director of Studies	Following determination
11	Refer any major or repeated breaches to the Compliance Manager with a recommended action and advise students of appeal rights.	Director of Studies	As required
12	Record outcomes in the SMS and Academic Misconduct Register, review assessment tools, and report trends and improvement actions to management.	Director of Studies	Following finalisation of the case

Investigating Breaches of Academic Integrity (Staff)

Suspected breaches of academic integrity by staff are to be raised with the Director of Studies or Chief Executive Officer (CEO) and evidence provided. Without clear evidence, an assumption of academic misconduct is not to be acted upon.

The Director of Studies considers the evidence provided and determines whether the report and/or evidence indicate a breach of academic integrity:

- A)** A breach has not occurred - in such cases, the allegation is dismissed, and no further action is taken.
- B)** A breach may have occurred - in such cases, the Director of Studies discusses with the CEO and informs the staff member within 5 working days via email and invites them to a meeting at which they can present their case. The email is to:

- inform the staff member of the allegation;
- advise the date and place of the meeting. The meeting should occur within 10 working days of the initial notification;

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- indicate that the staff member may bring a support person;
- provide a copy of the *Academic Integrity Policy & Procedure*;
- allow the staff member to submit a written statement by the date of the meeting as an alternative to, or supplement to, the meeting

If the staff member is unable to attend the meeting, the discussion may occur via email, teleconference, or video conference.

The Director of Studies, supported by CEO, is to maintain a record of associated correspondence and outcomes.

In response to the discussion, the Director of Studies is to determine whether the evidence confirms:

- a breach of academic integrity **has** occurred. The CEO assists the Director of Studies by documenting this in staff files and proceeds to issuing the appropriate penalty.
- a breach of academic integrity **has not** occurred. The allegation is dismissed, and the outcome is noted and communicated to the staff member via email.

If the staff member does not respond to the meeting request or chooses not to participate in the discussion, the manager is to determine whether the available evidence confirms a breach has occurred or not.

Penalty (for staff breaches)

When the evidence confirms a breach of academic integrity has occurred, the manager is to determine whether the breach is:

- ‘**major**’ – deliberate, planned, significant in scale, and/or significant in scope;
- ‘**minor**’ – a breach that is not deemed ‘major’;
- ‘**initial**’ – the first time a breach has been confirmed;
- ‘**repeated**’ – a breach has previously been confirmed.

The CEO is then to determine an appropriate action for the breach, based on the four criteria above. Actions include (noted in ascending severity):

- review of the *Academic Integrity Policy & Procedure*;
- undertaking training on academic integrity;
- performance management;
- dismissal.

Any **major or repeated** breach must be referred to the General Manager. An accompanying recommendation on how to respond to the breach must also be provided.

The CEO decision is recorded in the staff’s file and communicated to the staff member via email. If the staff member disagrees with the outcome of the investigation, they can access the complaints and appeals process outlined in the staff *Grievance Handling Policy* available on Employment Hero (staff intranet).

Procedure Summary Table (Staff Academic Integrity Breaches)

Step	Action	Responsibility	Timing
1	Report suspected staff academic integrity breaches and provide supporting evidence.	Reporting Party	As concerns arise
2	Review evidence and determine whether there is sufficient basis for an investigation.	Director of Studies (supported by	Upon receiving allegation

		the CEO)	
3	If evidence supports a possible breach, notify the staff member in writing and arrange a meeting.	Director of Studies (supported by the CEO)	Email within 5 working days
4	Provide details of the allegation, meeting arrangements, support person rights, relevant policy, and opportunity for a written response.	Director of Studies (supported by the CEO)	With notification
5	Conduct the meeting (or alternative communication method) and maintain records of correspondence and outcomes.	Director of Studies (supported by the CEO)	Meeting within 10 working days of notification
6	Assess all evidence and determine whether a breach has occurred. If not substantiated, dismiss the allegation and advise the staff member.	Director of Studies (supported by the CEO)	Following investigation
7	Where a breach is confirmed, determine whether it is minor or major and whether it is an initial or repeated breach.	Director of Studies (supported by the CEO)	Following determination
8	Apply an appropriate action, ranging from policy review and training through to performance management or dismissal.	CEO	Following determination
9	Refer any major or repeated breaches to the General Manager with a recommendation for action.	CEO	As required
10	Record outcomes in staff files, communicate the decision, and advise the staff member of grievance and appeals options.	Director of Studies (supported by the CEO)	Following finalisation of the case

9. Policy Implementation

This policy is implemented through staff training, internal validation, and audit processes.

10. Review and Continuous Improvement

The Compliance Manager, in collaboration with the Director Studies, reviews academic integrity processes biennially or as issues arise. Updates to the policy are informed by sector best practice and emerging technology. Reviews will benchmark practice against national regulator ASQA, and trainers will undertake annual academic integrity refresher training.

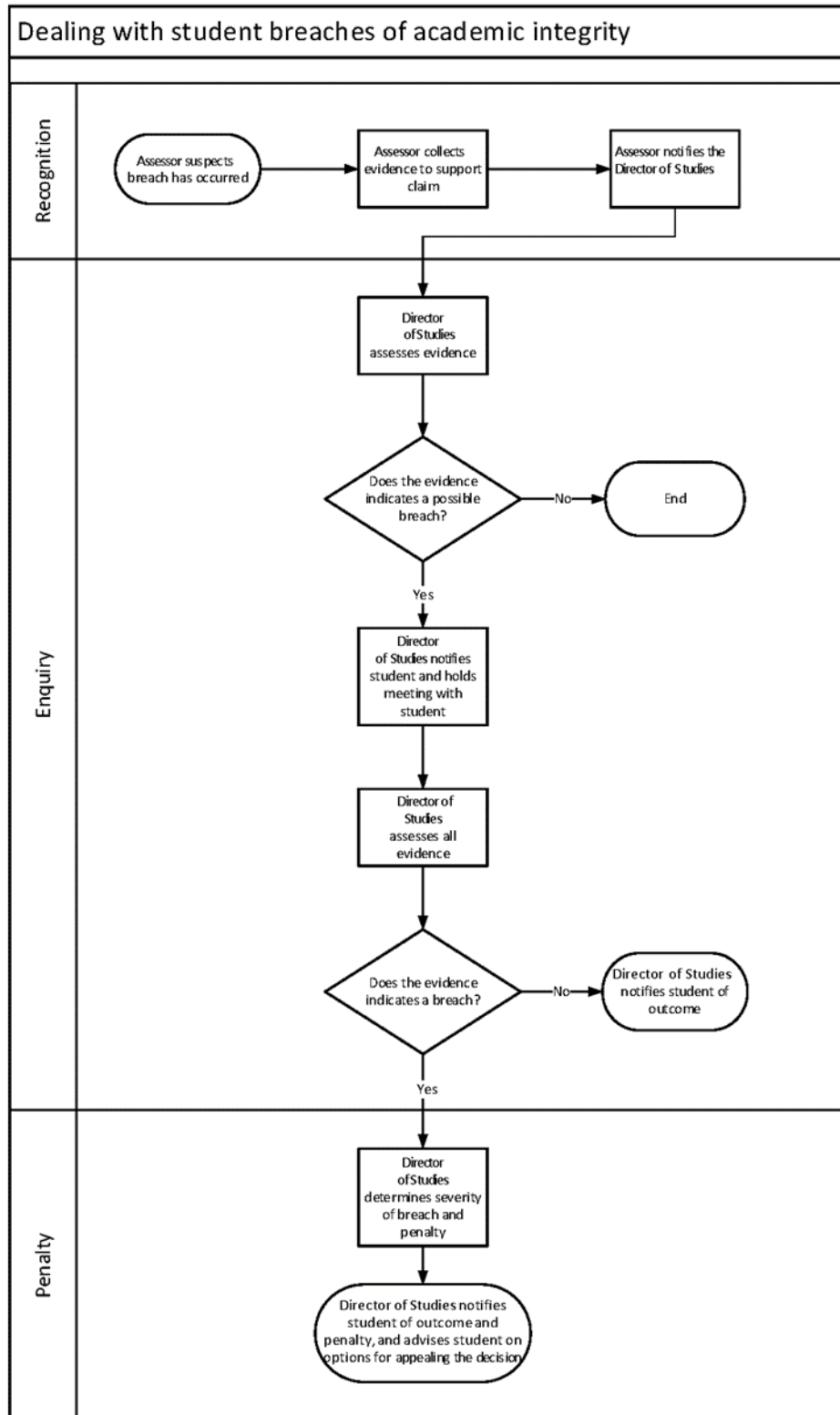
Document Control

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Version History:

Version	Date	Author	Reason	Sections
1.0	21/09/2019	Julien Marechal	Initial release	All
2.0	25/03/2024	Ivan Negro	Revised policy template. Numbering of section 5. Addition of section 5.3 and the reference to Academic integrity Procedure.	All
2.1	10/11/2025	Deirdre D'Souza	Revised to include AI use and prohibited use - reworded for clarity	Section 3
3.0	22/06/2026	Sam Hartley	Revised template, addition of procedure summary tables, merging of separate policy and procedure documents into single policy and renamed. Addition CRICOS Addendum.	All

Appendix 1 – Student breaches of academic integrity flow chart



CRICOS Addendum

Purpose

This CRICOS Addendum outlines the specific obligations of ACBI as a CRICOS-registered provider under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code 2018) in relation to academic integrity. It complements the core Academic Integrity Policy and Procedure and ensures that overseas students enrolled at ACBI are supported to understand and uphold academic honesty within an Australian education context.

Applicable Standards

Standards for RTOs 2025 – Standard 1.4: Implement assessment practices that uphold integrity and authenticity

National Code 2018

- Standard 6: Student support services
- Standard 8: Monitoring student progress and attendance
- Standard 10: Complaints and Appeals

CRICOS-Specific Obligations

In addition to meeting Standard 1.4 of the Standards for RTOs 2025, ACBI must:

- Ensure overseas students receive clear, accessible information about academic integrity expectations, including plagiarism, collusion, contract cheating, and use of artificial intelligence in assessment.
- Provide targeted induction or orientation support to help international students understand Australian academic conventions, including referencing and independent authorship.
- Offer ongoing language, literacy, digital literacy and study support, recognising that academic misconduct may result from unfamiliarity rather than intent.
- Ensure academic integrity policies and consequences are available to students before and after enrolment, using plain English and culturally inclusive examples.
- Establish procedures for investigating and responding to academic misconduct that are transparent, fair, and do not disadvantage overseas students through unclear communication or lack of support.
- Advise overseas students of their right to access internal complaints and appeals processes, and, if unresolved, external appeals processes (Standard 10 of the National Code 2018).

Recordkeeping Requirements

- Retain records of academic misconduct incidents, investigation outcomes, and student communications for at least 2 years after the student ceases enrolment.
- Keep evidence of academic integrity training provided during orientation or induction.
- Maintain documented procedures for handling breaches and ensure decisions are traceable and consistently applied.