



**KEYSTONE COLLEGE**  
OF BUSINESS & TECHNOLOGY

# Academic Integrity Policy and Procedures



### PURPOSE

KCBT is dedicated to upholding a high standard of learning and assessment. Academic Integrity is a central goal which requires all learners, trainers and assessors, learner support staff and academic coordinators to engage with the highest levels of honesty, trust, fairness and responsibility.

This policy aims to:

- Establish a culture of integrity that aligns with best practices in academic ethics.
- Equip staff and coordinators with the resources to instill and uphold integrity standards.
- Outline clear guidelines and procedures for addressing academic misconduct, ensuring appropriate and consistent responses to violations based on their nature and severity.
- Educate and support learners towards enhancing their academic skills and knowledge to prevent integrity breaches.

Through these objectives, KCBT seeks to foster an environment where academic integrity is a shared commitment, enhancing the educational experience for all.

### SCOPE

This policy applies to KCBT VET and ELICOS learners and all KCBT staff who deal with all matters concerning VET.

### DEFINITION:

#### ***Academic Integrity and Academic Misconduct:***

Academic Integrity involves conducting academic activities responsibly, ensuring that information and ideas are generated and shared honestly and ethically. This includes properly acknowledging the use of others' ideas and writings.

Academic Misconduct is any activity or practice engaged in by a learner that compromises Academic Integrity. Academic Misconduct encompasses various violations such as plagiarism, collusion, contract cheating and impersonation, unauthorized editorial assistance and improper use of artificial intelligence (refer to the Types of Academic Misconduct section below)

### POLICY

The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in learners being penalized as per our student code of conduct.

You are expected to acknowledge the intellectual property of others used in the preparation of projects and assessment tasks.

KCBT regards plagiarism as an extremely serious academic offense. The penalties associated with plagiarism are severe and extend from cancelling all result outcomes for the specific assessment item or for the entire unit to exclusion from your course.

The penalty will depend on the severity of the plagiarism, whether the learner is a repeat offender, whether there is evidence of deliberate deceit and whether another learner has been coerced into participating in the plagiarism.

### ***Responsibilities***

KCBT has the responsibility to:

1. Offer ongoing professional and educational development opportunities for both staff and learners to reinforce the principles of academic integrity in learning and assessment;
2. Develop opportunities for trainers and assessors to learn best practices in course delivery and assessment to deter academic misconduct;
3. Implement proactive measures to reduce foreseeable risks to academic integrity;
4. Ensure that investigations into alleged academic misconduct are conducted promptly and impartially, and that learners have the opportunity to appeal decisions;
5. Regularly review academic integrity data for the purpose of quality assurance and continuous improvement.

Trainers and Assessors, Learner Support Staff and Academic Coordinators, where relevant have a responsibility to:

1. Understand and adhere to this policy, including all related procedures;
2. Demonstrate academic integrity in all learning and assessment activities;
3. Offer learners educational support, advice and feedback on ethical academic practices;
4. Consistently report any suspected breaches of academic integrity as per the guidelines of this policy.

All learners have a responsibility to:

1. Refrain from any actions, whether intentional or unintentional that may be construed as academic misconduct;

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2. Familiarize themselves with this policy and adhere to its requirements and those of the course;
3. Ensure that all submitted work is original and aligns with the principles of academic integrity;
4. Actively participate in the learner orientation session offered to all new learners, where comprehensive information about academic integrity is provided.

### Categories of Academic Misconduct and Mitigation Measures

Violations of Academic Integrity involve any actions that undermine KCBT's educational objectives, outcomes processes and standards. Instances of academic misconduct may include, but are not limited to, the following:

Breach	Meaning and Mitigation Measures
Plagiarism	<p>Plagiarism involves the failure to properly attribute sources for paraphrased or quoted content. This may include but is not limited to copying material from any source including the internet or another learner without proper attribution and not acknowledging the original source for quoted or paraphrased words, phrases or ideas.</p> <p>To avoid plagiarism, learners must ensure that they properly attribute all sources of information used in their work. This includes citing both paraphrased and directly quoted material. Learner's may use referencing tools to ensure accuracy.</p>
Collusion	<p>Collusion involves presenting an assessment as your own independent work when, in fact, it was produced with the help of others without proper acknowledgment. This can include unauthorized assistance, submitting similar work as another learner, and sharing answers. Proper credit must be given to all contributors, and explicit permission is required for joint efforts when necessary.</p> <p>Learner's can avoid collusion by ensuring that all submitted work is genuinely their own and produced independently. When group work is required, each student must clearly document their contributions and acknowledge the assistance of others. Learners should refrain from sharing their work with peers and avoid using or submitting another learner's work as their own.</p>
Contract cheating and impersonation	<p>Contract cheating and impersonation occur when a learner submits work, either partially or fully completed, by someone else as their own. This includes purchasing assignments, using work done by family, friends, or tutors, and submitting any assignment that has not been independently completed. Such actions undermine the integrity of academic assessments and are strictly prohibited.</p> <p>Learner's can prevent contract cheating and impersonation by always completing their assessments independently without outsourcing any part of their work to third parties, whether paid or unpaid. This include avoiding the purchase of assessments and not submitting work done by family members, friends, or tutors. Learner's must only seek support from their trainer and assessors if they encounter difficulties.</p>

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<p>Editorial assistance</p>	<p>Editorial assistance involves using external help to edit or revise work without proper permission, which can conceal a learner's true abilities. This includes any paid or unpaid assistance that is not explicitly authorized. Such assistance undermines the development of essential skills and competencies. All editorial help must be properly acknowledged, and the final work should reflect the learner's own efforts and understanding, ensuring academic integrity and the credibility of qualifications awarded.</p> <p>Learner's should avoid unauthorized editorial assistance by relying on their own skills to edit and revise their work. Learners should focus on developing their editing and writing abilities, using feedback from trainers and assessors. Learner's must ensure that their final submissions reflect their true capabilities.</p>
<p>Improper use of Artificial Intelligence</p>	<p>The use of Artificial Intelligence (AI) is allowed strictly as a tool to support educational and study activities, helping learners in their research, but must not replace a learner's critical thinking or analytical abilities. AI can be used to conduct research, but learners must be cautious as AI-generated content can be incorrect. It is the learner's responsibility to verify the accuracy of AI-generated information by conducting additional research using other sources.</p> <p>AI should be used solely for research purposes and not to directly answer assessment questions. If AI is used to research towards answering a particular question, it must be properly cited. Learners should strictly not copy and paste information generated by AI, as this is a breach of academic integrity. When AI-generated content is included in assessments, it must be properly cited and referenced, indicating clearly which parts were generated by AI. Misuse of AI in assessments can lead to academic misconduct charges, with penalties applied.</p> <p>When using AI-tools for research, learners must do so responsibly and ensure that AI-generated content does not replace their critical thinking or analytical abilities. It is the learner's responsibility to verify the accuracy of information generated by AI by cross-referencing it with credible sources. AI should only be used to support research efforts and not to directly answer assessment questions. Proper citation of AI-generated content is mandatory, and students should not copy and paste AI-generated material without appropriate attribution.</p>

### Academic Integrity Awareness and Declaration

When submitting work for assessment, learners are required to declare that the submitted work is entirely their own and contains no material written by another person, except where proper attribution is made. This declaration underscores the learner's and KCBT's commitment to academic honesty and integrity.

The principles and expectations of academic integrity are thoroughly communicated to students during the mandatory orientation session, which all students must attend. During this session, learners are made aware of the requirements of the Academic Integrity Policy, including the consequence of violations.

To ensure continuous awareness and adherence to academic integrity standards, trainers and assessors provide regular reminders throughout the study period, emphasizing the importance of submitting original work and the necessity of proper citation and referencing.

## PROCEDURES

### Initial Reporting and Assessment

- A VET Trainer/ Assessor or ELICOS teacher who suspects plagiarism should review the assessment and highlight any sections that appear to be plagiarized.
- The highlighted assessment must then be submitted to the relevant Department Coordinator for further evaluation.
- The Department Coordinator must decide whether the plagiarism amounts to cheating. In other words, the Department Coordinator must determine whether it is more likely than not that the plagiarism was done with the intention of gaining an unfair advantage.

### Assessment Outcomes

**a. The relevant Department Coordinator decides there was NO breach of Academic Integrity:**

If the Department Coordinator decides that it is a case of unsatisfactory assessment and not cheating:

- The Department Coordinator will then ask an assessor to mark the work appropriately.
- In some cases, the Department Coordinator may require the learner to attend a meeting to discuss the issue and understand the implications of plagiarism and cheating.

**b. The Department Coordinator decides there is a case of a breach of Academic Integrity:**

In some cases, the Department Coordinator may require the learner to attend a meeting to discuss the issue and question the student about the alleged misconduct to confirm whether a breach of academic integrity has occurred. If the Department Coordinator concludes that there is evidence that the learner intended to obtain an unfair advantage,:

- The learner will be disallowed Competency for the relevant Unit of Competency
- The trainer will be instructed to take the following actions:
  - To send a “Academic Integrity: Warning Letter” to the learner, outlining the process for appeal and penalties for re-assessment.
  - To inform the learner that a competent unit outcome has been disallowed and advise the learner that he/she has a right to appeal as per KCBT's Complaints and Appeals procedures.
  - Send a Unit Outcome Letter to the learner, indicating a Not Yet Competent outcome

for the unit and citing plagiarism as the reason.

- Place a copy of the “Academic Integrity: Warning Letter” in the learner’s file within the relevant unit folder.

**c. The Department Coordinator decides that Plagiarism and Cheating have not occurred:**

If, after having considered the learner’s explanation, the Department Coordinator decides that the learner’s conduct did not amount to a breach in academic integrity, the Department Coordinator:

- Will treat the case as one of unsatisfactory academic work and ask an assessor to mark the assessment appropriately (i.e. not yet competent); and
- May, if it is deemed necessary, advise and counsel the learner about the rules relating to academic integrity.

If it occurs, the Department Coordinator should consider whether it is necessary to send a warning letter to the learner. If an Academic Integrity- Warning Letter is sent to the learner, the assessor will place a copy on the learners’ file.

### Penalties for Academic Misconduct

KCBT maintains a strict policy on academic integrity to ensure the highest standards of learning and assessment. Learners have the right to appeal any decisions made under this policy as outlined in the Complaints and Appeals Policy and Procedure.

The following penalties apply to learners found guilty of breaching academic integrity standards:

**1. First Offense:**

- Learner’s found cheating or guilty of breaching academic integrity on any form of assessment will be deemed ‘Not Yet Competent’ for the relevant Unit of Competency for VET learners and ‘Fail’ for ELICOS learners.
- A first written warning will be issued and recorded in the learner’s file within the relevant unit’s resulting folder.
- The learner will be required to pay a \$100 penalty fee AND the learner will be required to re-submit with a resubmission cost depending on the qualification level:

Qualification Level	Re-Submission Fee After 1 <sup>st</sup> Offence of Academic Misconduct (Per Assessment)
Certificate III	\$150
Certificate IV	\$200

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Diploma	\$250
Advanced and Graduate Diploma	\$300

### 2. Second Offense:

- For a second offense, the learner will again be deemed 'Not Yet Competent' for the relevant Unit of Competency for VET learners and 'Fail' for ELICOS learners.
- A second written warning will be issued and recorded in the learner's file within the relevant unit's resulting folder.
- The learner will be required to pay a \$200 penalty fee.
- The learner will be required to re-enroll in the unit and bear the cost of the re-enrolment.

### 3. Third Offense:

- For a third offense, the learner's enrollment will be cancelled under standard 9 of the national Code 2018.
- A third written warning will be issued and recorded in the learner's file within the relevant unit's resulting folder.
- The matter will be referred to the Chief Executive Officer for further action.

## Record Keeping and Follow- Up

- All decisions, communications and actions taken in response to breaches of academic integrity must be documented and filed appropriately in the learner's unit resulting folder.
- The relevant Department Coordinator and assessors must ensure transparency and consistency in handling all cases of suspected breaches to uphold academic integrity.