



AUSTRALIAN  
ACADEMY of  
COMMERCE  
*Explore. Learn. Achieve*

# ACADEMIC INTEGRITY POLICY & PROCEDURE

## Introduction

The Australian Academy of Commerce (AAC) is committed to fostering a culture of academic integrity and maintaining high academic standards, ensuring compliance with the Standards for Registered Training Organisations (RTOs) 2015, the National Code of Practice (NCP) 2018, and the English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018.

## Purpose

This policy outlines the principles for upholding academic integrity at AAC, ensuring the integrity of student assessments while preventing, detecting, and addressing all forms of academic misconduct.

## Scope

This policy applies to all students, teachers (ELICOS), trainers and assessors (VET) and AAC staff involved in the delivery and assessment of courses at AAC.

## Policy Statement

Academic Integrity is the foundation of learning and achievement at AAC. It requires honesty, trust, fairness, respect and responsibility in all academic work. Breaches of academic integrity, including plagiarism, cheating and other forms of academic misconduct, undermine the educational experience and violate AAC's values.

## Academic Integrity Principles

### Students

- Students must maintain academic integrity in their studies and related activities.
- Submit original work and use appropriate referencing systems (e.g., Harvard, APA and MLA)
- Avoid plagiarism, cheating, collusion, and unauthorised use of digital tools (e.g., ChatGPT).
- Acknowledge the use of AI tools and include citations for AI-generated outputs.
- Have responsibility to protect their work and not knowingly allow their work to be copied or in any way used to benefit another student in ways which amount to academic misconduct.

### Teachers, Trainers and Assessors

- Educate students on academic integrity principles and provide resources on proper referencing.
- Detect, report, and investigate suspected breaches of academic integrity.
- Design assessments to minimise opportunities for academic misconduct.

### Australian Academy of Commerce (AAC)

- Maintain a fair and transparent process for addressing breaches of academic integrity.
- Regularly review and update this policy in alignment with regulatory and technological developments.



## Ethical Use of AI Tools

- Students are encouraged to use AI tools (e.g. ChatGPT) responsibly:
- AI use must be acknowledged with proper citation.
- AI tools may support research but must not replace original thought or creation.
- Students may be required to provide drafts, research notes, or explain their work to verify authenticity.

## Definitions

<b>Academic Integrity</b>	The commitment to honest, ethical, and responsible academic practices, including proper acknowledgment of the work of others.
<b>Cheating</b>	Engaging in deceptive practices to gain an unfair advantage in academic work.
<b>Collusion</b>	Collaborating with others on individual assignments or assessments without authorisation.
<b>Contract Cheating</b>	The practice of engaging a third party to undertake part or all of an assessment tasks or other academic work on behalf of a student
<b>Copyright Violation</b>	Using copyrighted materials without proper acknowledgment.
<b>Misconduct</b>	Behaviour by a student that breaches AAC's Code of Conduct including academic or general misconduct.
<b>Plagiarism</b>	Presenting another person's ideas, words, or work as one's own without proper acknowledgment

## References

- ESOS Act 2000
- ELICOS Standards 2018
- ESOS National Code 2018
- NVR Act 2011
- Standards for RTOs 2015

## Related AAC Policies and Procedures

- ELCIOS Assessment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progression and Risk Intervention Procedure
- Reporting International Students (PRIMS) Policy and Procedure
- Support for Students Policy and Procedure
- Student Code of Conduct
- VET Training and Assessment Policy and Procedure

## Academic Integrity Procedure

### Types of Breaches

- **Minor Breaches:** Poor referencing, first-time minor plagiarism.
- **Serious Breaches:** Contract cheating, repeated plagiarism, significant falsification of data.

## 1. Detection and Reporting

Teachers, trainers and assessors report suspected breaches to the Directors of Studies (DoS) within five (5) business days. AAC acknowledged students may work in the same company or industry and that some information may be the same or similar in workplace assessments.

## 2. Investigation

The Directors of Studies (DoS) will evaluate the evidence, engage with the involved parties, and determine the severity of the breach. AAC upholds and safeguards the privacy of both the student under investigation for academic misconduct and the individual reporting the incident. Any instances of bullying, harassment, or inappropriate behaviour by students or staff toward either party will be treated as a misconduct violation and deemed a breach of the relevant Code of Conduct.

## 3. Notification and Outcome

Students are informed in writing of the breach and invited to respond within ten (10) business days.

- **Minor Breaches / First Offence:** Warning and opportunity for resubmission of assessment.
- **Minor Breaches / Second Offence:** Intervention with Director or Studies
- **Serious Breaches / Third Offence:** Fail grade for the assessment, unit or suspension of studies.

## 4. Appeals

Students may appeal decisions within twenty (20) business days of notification, following AAC's *Complaints and Appeals Policy and Procedure*. Appeals must be lodged in writing via **AAC's Appeal Form** available on the AAC website.

## 5. Mitigation of Academic Misconduct

AAC employs a variety of strategies and practices to minimise opportunities for academic dishonesty and to promote student authenticity through the careful design of assessments and the effective oversight of assessment processes.

## Roles and Responsibilities

Role	Responsibility
CEO	<ul style="list-style-type: none"> <li>• Provide strategic oversight and ensure that AAC maintains a culture of academic integrity across all programs and services.</li> <li>• Approve policies and procedures related to academic misconduct to ensure alignment with legislative and regulatory requirements.</li> <li>• Ensure adequate resources and support are provided for the implementation, monitoring, and continuous improvement of academic integrity measures.</li> <li>• Review serious or escalated cases of academic misconduct, as required, and endorse final decisions where applicable, including expulsion or suspension.</li> </ul>
Compliance Officer	<ul style="list-style-type: none"> <li>• Ensure compliance with legislative and regulatory requirement, including timely reporting to the Department of Home Affairs (DHA) via PRISMS for international students.</li> </ul>



	<ul style="list-style-type: none"><li>• Oversee the annual review of Academic Integrity Policy and related procedures to ensure competitive improvement.</li><li>• Maintain and update all documentation related to academic integrity, ensuring alignment with current standards.</li></ul>
Student Services Officer (SSO)	<ul style="list-style-type: none"><li>• Provide students with information about academic integrity, misconduct policies, and consequences.</li><li>• Coordinate meetings between students accused of academic misconduct and the Director of Studies (DoS) or relevant staff as part of the investigative and intervention process.</li><li>• Maintain accurate and confidential records of reported academic misconduct cases and the actions taken to address them.</li></ul>
Directors of Studies (DoS) ELICOS / VET	<ul style="list-style-type: none"><li>• Investigate reported incidents of academic misconduct, reviewing evidence and engaging with involved parties to ensure a fair and impartial process.</li><li>• Determine the severity of the misconduct and apply appropriate penalties, ranging from warnings to expulsion, as outlined in AAC's Academic Integrity Policy.</li><li>• Implement intervention strategies for students found guilty of academic misconduct, such as requiring attendance in academic integrity workshops.</li><li>• Ensure the privacy and fair treatment of both the accused student and the individual reporting the misconduct throughout the investigation.</li></ul>
Trainers and Assessors / Teachers (ELICOS and VET)	<ul style="list-style-type: none"><li>• Detect and report any suspected cases of academic misconduct to the Director of Studies within the prescribed timeframe.</li><li>• Provide evidence, including assessment materials and similarity reports, to support the investigation of misconduct.</li><li>• Treat all suspected and confirmed cases of academic misconduct fairly, ensuring compliance with natural justice principles.</li><li>• Design assessments that minimise opportunities for academic misconduct by incorporating originality and authenticity checks.</li></ul>
Students	<ul style="list-style-type: none"><li>• Avoid engaging in any form of academic misconduct, including plagiarism, cheating, collusion, contract cheating, or unauthorised use of digital tools.</li><li>• Submit work that is entirely their own and properly acknowledge all sources, including AI-generated outputs.</li><li>• Refrain from assisting others in committing academic misconduct, such as sharing completed assignments or assessment materials.</li><li>• Cooperate fully in any investigation of academic misconduct, providing drafts, research notes, or explanations as requested.</li><li>• Understand and adhere to AAC's Academic Integrity Policy and seek clarification if unsure about what constitutes misconduct.</li></ul>

## Monitoring and Review

AAC's Academic Integrity policy is reviewed annually to ensure compliance with evolving standards and practices. Statistical analysis of academic breaches will guide continuous improvement efforts.



## Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	Policy re-developed from Honesty Policy	CEO	27 Feb 2025	Compliance Team	Jan 2026

## Policy and Document Information

<b>Author:</b>	Compliance Team
<b>Policy owner:</b>	Compliance Officer
<b>Approved by:</b>	CEO
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