

1. Purpose

This policy aims to uphold academic integrity and ensure the authenticity of assessment evidence by clearly defining academic misconduct, including plagiarism and AI misuse, and outlining preventative actions, detection processes, and consequences for students of Orange College (OC) who engage in such misconduct.

2. Policy

OC fosters a learning environment where academic integrity is paramount. All assessments must demonstrate the student's own knowledge and skills, with appropriate acknowledgement of external sources. Misrepresentation, plagiarism, collusion, or unauthorised use of AI tools will be treated as serious academic misconduct.

The Rules of Evidence for assessment, as outlined in Outcome Standard 1.4(b) of the SRTOs 2025, require that the work used by trainers and assessors in making assessment decisions be the authentic work of the students. Content generated by AI presents a significant risk to the integrity of assessment, produce work using AI prompts rather than demonstrating their own knowledge or abilities.

To uphold assessment integrity:

- The use of AI or Large Language Models (LLMs) in assessments is strictly prohibited unless the assessment instructions explicitly allow it
- Where AI use is permitted, students must provide full acknowledgment and appropriate referencing for all content generated, paraphrased, summarised, quoted, edited, rewritten, or translated using AI tools.
- Where no clear permission is granted, students must assume that AI use is not allowed. Failure to comply constitutes academic misconduct.

Assessments will be subject to verification processes, and unauthorised use of AI-generated content will be investigated in accordance with this policy.

This policy defines academic misconduct and outlines OC's process for detecting, investigating, and responding to such breaches, including those involving AI misuse. It applies to all students and covers expectations, definitions, reporting processes, and potential consequences.

Maintaining academic integrity is critical to protecting the reputation of OC and the value of the qualifications issued. Students are expected to act honestly, uphold OC's standards, and complete all assessments with integrity. Academic misconduct may result in disciplinary action, including cancellation of enrolment.

This policy should be read in conjunction with the Student Information Handbook and the [Student Code of Conduct](#), which detail OC's expectations regarding student behaviour. A breach of these expectations may result in allegations of academic misconduct. All allegations of misconduct will be investigated fairly, consistently, and transparently, ensuring that all parties involved have an opportunity to be heard.

OC will not tolerate academic misconduct of any kind. Examples and definition of the same, as well as detailed procedures for preventing, identifying, and managing academic misconduct, are outlined in the succeeding sections of this policy.

3. Scope and responsibilities

This policy applies to all students at OC and, along with the associated procedures, outlines our comprehensive approach to preventing and addressing plagiarism, cheating, collusion, and the misuse of Artificial Intelligence (AI) and Large Language Models (LLMs). It is designed to maintain academic integrity and uphold the high standards of our educational programs.

The Training Operations Manager, in collaboration with OC Trainers, is responsible for overseeing and implementing this policy. These procedures are aligned with Outcome Standard 1.4 of the Standards for Registered Training Organisations (SRTOs) 2025, ensuring compliance with national education standards.

4. Definitions

Academic integrity means honest, fair, and responsible academic conduct that upholds authenticity of student work.

Academic misconduct is a serious breach of academic integrity, deemed not to be a minor plagiarism. Academic misconduct includes but is not limited to conduct that:

- 1) Involves academic fraud, cheating, plagiarism, collusion and any other dishonest conduct by a student to gain academic or general advantage; or.
- 2) Contravenes the provisions of the Student Code of Conduct, OC Policies, Procedures and/or Guidelines.
- 3) It is not permissible to buy essay and/or content writing services from third parties as the use of such services constitutes plagiarism (it involves using the words or ideas of others and passing them off as your own). Nor is it permissible to sell or buy copies of content and materials copyrighted to Orange College. This may include lecture or tutorial notes, assessment tasks, workbooks, learner guides, PowerPoint presentations, etc. The aforementioned content and material are not the intellectual property of students

The succeeding terms describe forms of academic misconduct prohibited at OC

Cheating is any dishonest conduct during assessments to gain an unfair advantage. It includes actions such as buying or exchanging an assessment task with a friend or through an online platform or engaging in dishonest practices during an exam or test.

Copying means reproducing another person's work in whole or in part, with little or no modification and without proper citation.

Contract cheating or Ghost-writing occurs when a student has someone else complete their work and then submits it as their own, whether or not payment was involved.

Collusion refers to collaborating with other students on an assessment task without authorisation. It includes:

- Sharing or supplying work to another student for submission
- Paying another person to complete an assessment task
- Stealing or acquiring another person's academic work
- Offering to complete another student's academic work for payment or other benefits

Note: This excludes permitted group work where students contribute independently to shared outcomes

Fraud is impersonating another person or being impersonated during an exam, assessment task, or online activity. Both the person committing the impersonation and the person being impersonated are considered to be committing fraud.

Fabrication or misrepresentation involves providing false information about the amount of work you have contributed to a group task or falsifying information or data in an assessment.

Interference or obstruction occurs when you unfairly hinder other students from accessing study resources or completing their work.

Plagiarism is when you fail to properly acknowledge the source of information used in your work or re-use your own previously submitted work without permission or disclosure (self-plagiarism). It is a form of intellectual theft and can take many forms, including but not limited to:

- Failure to Acknowledge Sources: Using words, ideas, or data from a source, including articles, books, websites, or AI tools such as ChatGPT (see Usage of AI and Large Language Models in Assessment at the end of this section) without proper citation and passing them off as your own.
- Accidental Plagiarism: Copying from a source without realising the need to provide acknowledgement or quotation.
- AI-Generated Content: Using text, ideas, or any content generated by AI tools (e.g., ChatGPT or Large Language Models) without proper attribution or attempting to pass such content as your own independent work. While ideas generated by AI tools may inspire original thinking, direct use of AI-generated text or data without proper citation may constitute plagiarism and a breach of academic integrity.
- Plagiarism, whether intentional or accidental, is a violation of academic integrity and will be treated as academic misconduct.

Self-plagiarism, as touched on above, is submitting your own previously assessed or written work and presenting it as new findings without referencing the earlier work, either in its entirety or partially. This is also referred to as recycling, duplication, or multiple submissions of research findings without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Inappropriate citation happens when referencing sources which have not been read without acknowledging the 'secondary' source from which knowledge of them has been obtained.

Inappropriate paraphrasing is when a few words and phrases in a body of work have been changed, while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Usage of AI and Large Language Models (LLMs) in Assessment. Artificial Intelligence or AI refer to systems capable of tasks requiring human intelligence, such as problem-solving, language understanding, pattern recognition, and decision-making.

Large Language Models are a type of AI designed to generate human-like text by analysing vast datasets. LLMs like OpenAI's Chat GPT-4.1 can produce coherent texts. Aside from generating texts, it can be used to summarise, translate, and answer questions.

Plagiarism using AI and LLMs involves the following:

- Unauthorised use of AI to generate or assist in generating content for assessments without explicit permission. This includes submitting AI-generated text as original work
- Misrepresentation or passing off AI-generated work as one's own independent effort, especially in assignments meant to evaluate individual understanding or creativity
- Failure to acknowledge AI assistance in the creation of content is a breach of academic integrity

5. Acceptable and Unacceptable Use of AI Tools

OC recognises that AI tools can support learning when used appropriately, without undermining academic integrity. Students may use Ai tools for the following purposes without specific permission:

- Assisting with understanding complex concepts through simplified explanations. However, AI is not a replacement for course materials and lectures.

- Conducting preliminary research to gain background knowledge on unfamiliar topics. AI content must be independently verified and cannot be cited as a source.
- Supporting brainstorming and idea generation. The final work must reflect the student's independent critical thinking.
- Clarifying unfamiliar terminology or industry-specific language. Note that AI explanations must be verified using course materials or reliable sources.
- Identifying trends or patterns in large datasets to assist with analysis. Interpretation and conclusions must be the student's own work.
- Improving written communication by suggesting grammar or clarity edits. Content, arguments, and final submissions must be the student's original work.

The following limitations to AI use apply:

- AI cannot be used to generate assessment responses unless explicitly authorised
- Students remain responsible for ensuring academic work reflects their own skills and understanding

Where AI use is permitted for assessments, students must disclose all AI-generated, paraphrased, summarised, or translated content. Failure to comply with these requirements and acceptable use limitations will be considered a breach of academic integrity. Such conduct will be investigated in accordance with this policy and may result in disciplinary action.

6. Responsibilities and Practices

6.1 Student Responsibilities:

- Students are responsible for submitting original work and properly citing all sources, including AI-generated content, in compliance with academic integrity guidelines.
- Students must ensure that their submissions reflect their own knowledge and effort, adhering to the standards of academic honesty.
- Students must only use AI tools within permitted assessment contexts and with clear disclosure

6.2 Training Team Responsibilities:

- Trainers and assessors and staff are responsible for advising students on academic integrity and the proper citation of sources, including AI tools.
- The Training Team are also responsible for designing fair and clear assessments that reduce the opportunities for academic misconduct.
- Trainers and assessors are to apply the appropriate detection tools to monitor and identify instances of plagiarism, cheating, or misuse of AI-generated content.

6.3 Student Services and Compliance Teams Responsibilities:

- Staff, along with trainers/assessors, are responsible for communicating expectations around academic integrity and AI usage.
- Staff are to maintain student support services, including academic writing assistance.
- Staff will oversee policy implementation and continuous improvement.

7. Procedural Fairness

OC is committed to the principles of procedural fairness and natural justice. This includes:

- The presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence
- The right to be heard

- The right to be treated without bias
- The right to be informed of allegations being made and to be provided with an opportunity to respond to these
- The right to be given reasons for any decision.

The student shall be given an opportunity to correct information, explain mitigating circumstances. No member of staff can decide on an academic misconduct matter if they have had prior involvement in any aspect of the allegation.

Students are entitled to due notice of any allegations of academic misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice. OC takes multiple breaches of this policy seriously.

Knowledge that a student has been found guilty of a past academic misconduct offence will be considered when determining the repercussions to be imposed. OC is committed to investigating and determining allegations of Academic Misconduct as expeditiously as is practical recognising that a student can be significantly affected by delay in the resolution of the matter.

8. Consequences of Plagiarism and Collusion:

- The student may be required to undertake an additional assessment task in that subject, or to re-submit the original assessment task after re-working it, which will incur additional costs.
- The student's work may be assessed as not competent for the unit, resulting in the student having to re-enrol into the unit again which will incur additional costs. If the student doesn't re-enrol into the unit, it may result in the student not completing the qualification.
- The most serious cases of significant offences could be considered as serious misconduct and, after investigation, penalties could include failure in the course and exclusion from OC, which, for international students, could also affect their Visa.

9. Procedures

Step 1 - Student Awareness of Plagiarism Expectations

- 1) Before commencing their studies, students are provided with detailed information about academic integrity, including the expectations regarding the use of AI and LLM's. This information is conveyed through the Student Information Handbook and during the Induction process.
- 2) Trainers and Assessors will provide clear instructions on AI usage, set out specific guidelines for assessments, and encourage ethical practices through:
 - Discussions in class about academic integrity and misconduct.
 - Methods of assessment that include checks for authenticity (e.g., oral presentations, drafts, or supervised exams).
 - Use of AI detection tools (E.g. Copyleaks) to ensure the validity and originality of student submissions.
- 3) Upon submission of all assessment tasks, students are required to read and accept a declaration confirming the authenticity of their work either within LMS or through an assessment task cover sheet, acknowledging that it is their original effort and complies with OC's academic integrity standards.

Step 2 - Detection of Plagiarism, Cheating, or Collusion

- 1) Trainers and assessors conduct initial checks using tools designed to detect plagiarism, cheating, and collusion. Methods include:
 - Identifying uncharacteristic usage of language by students.
 - Detecting text and formatting typically generated by LLMs.
 - Recognizing answers that do not relate to the actual content or intent of the assessment question.
 - Identifying responses where sources are real but irrelevant to the context.
- 2) Trainers and assessors will use AI detection tools such as Copyleaks to identify potential instances of AI-generated content or other forms of academic misconduct. OC has set a standard acceptable similarity percentage of 40% or less for student submissions, as determined by plagiarism detection software. This similarity percentage includes properly cited references, quotations, and common academic phrases. Submissions exceeding this threshold may be flagged for further review
 - **Similarity above 40%:** If the similarity percentage is greater than 40%, the submission will be reviewed to determine if academic misconduct, such as plagiarism, has occurred. High similarity percentages may result in the requirement to resubmit the work or further disciplinary action as outlined in this policy.
 - **Exemptions:** Certain types of work, such as research papers with a high number of citations, may be exempt from this threshold, provided proper attribution and citation practices are followed.
 - The threshold applies for all academic submissions unless otherwise specified by the trainer.
- 3) If there are sufficient grounds to suspect plagiarism, cheating, or collusion, assessors should validate the assessment by:
 - Cross-referencing the student's written work completed in a face-to-face setting.
 - Copying a portion of the assessment that indicates AI usage into an LLM to determine if the responses match or are similar.
 - Orally questioning the student in class about the assessment to determine if they understand the question and can provide similar answers.
- 4) Trainers and assessors shall collect and document evidence to support any allegations of academic misconduct. This evidence will be used in the subsequent steps of investigation and potential disciplinary actions.

Step 3 - Reporting Requirements

- 1) All staff and students must report any suspected instances of academic misconduct by a student to the relevant Trainer, who in turn, will advise the Training Manager.
- 2) The report must be made using the online ticketing platform and by completing the plagiarism form accompanied by any supporting evidence.

Step 4 - Investigation

- 1) Upon receiving the plagiarism form through the ticketing system, the Administration and Student Support Supervisor must investigate the matter promptly and determine whether the allegations are correct.

- 2) This investigation must include an interview with the student to review the alleged copied material and student's class work.
- 3) The student has the right to have a support person present during any interview and to make submissions.
- 4) After the meeting is conducted the outcome will be documented in Wisenet and the students will be sent an outcome letter.
- 5) The student has the right to appeal the outcome within 20 days of receiving the outcome letter, through OC's formal Complaints and Appeals process, in accordance with the [Complaints and Appeals Policy](#).

Step 5 - Outcome of the Investigation

The Administration and Student Support Supervisor will advise the student in writing of the outcome of their investigation within 21 days of receiving the report of alleged academic misconduct. However, for minor cases, where the breach is not severe and does not require extensive investigation, the outcome may be communicated in a shorter timeframe.

In all cases, students will be informed promptly if additional time is required to complete the investigation.

Step 6 - Consequences of Academic Misconduct, Plagiarism or Cheating

- 1) If the Administration and Student Support Supervisor forms the view that a student has or is more than likely to have committed academic misconduct and this is the first instance of same committed by the student during their enrolment with OC, the Administration and Student Support Supervisor will:
 - a) Send a written warning letter to the student advising them that their enrolment may be cancelled if they are found in the future to have committed another act of academic misconduct at OC; and
 - b) Meet with the student and counsel them not to engage in any further academic misconduct; and
 - c) Require the student to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or
 - d) Apply a Not Yet Competent (NYC) grade to the unit of competency
- 2) If the Administration and Student Support Supervisor forms the view that a student has or is more than likely to have committed academic misconduct, and this is the second instance of the same committed by the student during their enrolment with OC, the Administration and Student Support Supervisor will:
 - a) Recommend that the student's enrolment be cancelled for academic misconduct;
 - b) Send a letter to the student advising them that their enrolment is at risk of being cancelled, which may have an impact on their visa status. The letter will advise the student that they have 20 days in which to appeal the outcome of the investigation.
- 3) The Administration and Student Support Supervisor will cancel the student's enrolment if the student fails to lodge an appeal within the 20-day time period, withdraws from an appeal, or the outcome of the appeal process results in a decision in support of OC.
- 4) The Training Operations Manager has the discretion not to cancel the student's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the student can prove that there were compassionate or compelling circumstances that contributed to their dishonest actions. Students should note that a decision not to cancel their enrolment is discretion only and will not always be exercised even where there are compassionate or compelling circumstances.

Step 7 - Record Keeping

- 1) Full and proper written records of the following must be kept on the student's file:
- 2) The initial report of the alleged Academic Misconduct, Plagiarism or Cheating;
- 3) The steps taken in the investigation;
- 4) Copies of any correspondence sent to the student;
- 5) Records of any meetings with the student, including counselling;
- 6) Outcome of any Appeal by the Student; and
- 7) If the Student's enrolment is cancelled, written verification of the cancellation must be provided to the student.

10. Appealing the Decision

Students have the right to appeal any decision made by an OC staff member under this policy. Students must lodge their appeal within 20 days of the decision being made, in accordance with OC's [Complaints and Appeals Policy](#).

11. Continuous Improvement

OC will regularly review this policy to ensure alignment with evolving AI technologies, industry expectations, and the SRTOs 2025.

Staff will undergo annual professional development covering academic integrity and AI-related assessment risks.