



Academic Integrity Policy

1. Purpose

The purpose of this policy is to uphold the academic integrity of Greystone College by defining plagiarism, outlining the procedures for addressing plagiarism, and ensuring a fair and consistent approach to managing suspected cases.

2. Scope

This policy applies to all students enrolled in courses at Greystone College, encompassing all forms of written assessments, and practical observations.

3. Definitions

Plagiarism is the act of presenting another person's work, ideas, or expressions as your own without proper acknowledgment. Greystone College considers plagiarism a serious offense and has implemented both a plagiarism policy and specialised software to better identify and track instances of plagiarism. Plagiarism may include but is not limited to:

- Copying ideas from the Internet, books, or other printed materials without providing a proper reference.
- Submitting an essay, assignment, or report that has been copied from another student.
- Using AI tools to generate complete responses (Students must ensure that all submitted work is their own. While AI can be used to aid learning, submitting AI-generated content as personal work is prohibited).
- Allowing another student to copy your essay, assignment, or report.
- Buying or selling essays, assignments, or reports.
- Re-using essays, assignments, or reports previously written for a different purpose or teacher.
- Taking a test or exam on behalf of another student or allowing another student to take a test or exam for you.
- Copying test answers from another student, including paraphrasing or summarizing.
- Providing test answers to another student or sharing exam questions before, during, or after the exam.
- Using unauthorized information, such as notes or smartphones, during a test or exam.

4. Policy Statement

This policy ensures that plagiarism is managed consistently and fairly, with a strong emphasis on maintaining a supportive educational environment. This policy is to be used in conjunction with Greystone College AI Use Policy to ensure academic integrity is upheld, fair, consistent and relevant to changes in technology and assessment methods.

5. Ensuring authenticity

All students will receive education on academic integrity, including a dedicated module during their induction at Greystone College. This module covers the importance of academic honesty and the potential consequences of plagiarism. Information provided to students includes requirements to acknowledge the authenticity of their work.

5.1. Acknowledging authenticity

The following information is provided to students in Moodle wherever they are required to submit written work for assessment:

Assessment information

The assessor must be convinced that your submission is:

Authentic It is your own work.

Valid It addresses the requirements of the unit of competency.

Current The evidence is from the present or recent past.

Sufficient You have submitted enough evidence to allow a judgement on your competency.

You must follow the requirements contained in our student policies and/or required by law. These requirements protect you and the integrity of your assessment.

When submitting work you agree that:

- It is your original work and no part of it has been copied from any source except where acknowledgement is made
- The College may reproduce, communicate and compare your work to ensure its authenticity and retain it for future review including review by external auditors.

Warning

- All Greystone College materials are protected by intellectual property and copyright laws. This includes **your answers** to Greystone College assessments.
- Do not upload Greystone College assessments or answers to any website other than Greystone College Moodle. Please remember:
- Do not share, download or copy assessment answers from any website or student.
- Improper uploading and downloading are both forms of cheating. Cheating is not accepted at Greystone College. Students who cheat may be expelled.

Before submitting any assessor graded assessment in Moodle, students must then acknowledge the following declaration:

▼ **Add submission**

- ☐ I understand and agree:
- 1 I have read and understood the details of the assessment.
 - 2 I have been informed of the conditions of the assessment and the appeals process and understand I may appeal if I believe the assessment is not equitable, fair or just.
 - 3 I agree to participate in this assessment, and I am ready to be assessed.
 - 4 I certify that the attached is my own work (or in collaboration with other members of the group as required).
 - 5 I have acknowledged all sources where appropriate in accordance with Greystone's Academic Integrity Policy.

This declaration must be accepted by the student before any assessment can be submitted to Moodle for grading.

All submissions are subject to verification processes, including plagiarism detection tools, assessor questioning, and validation checks to confirm the authenticity of student evidence, consistent with the Standards for RTOs 2025 – Standard 1.3 (Rules of Evidence: Authenticity).

5.2. Trainer Guidelines

Trainers must adhere to the following guidelines when handling suspected plagiarism:

- Do not accuse the student of plagiarism or cheating.
- Do not mention plagiarism or cheating in feedback comments.
- Do not provide any comments to the students regarding suspected plagiarism.
- Do not discuss the investigation with anyone other than the Academic Management team.

This approach helps protect the student-trainer relationship and ensures a positive learning environment. It is essential to allow a student a fair and reasonable investigation before any formal accusations are made.

6. Suspected Plagiarism Procedures

The purpose of these procedures is to set out the process for student plagiarism.

This procedure applies to all Australian campus locations in all Greystone College programs and courses.

6.1. Identify suspected plagiarism cases

Using above definitions for plagiarism cases, trainers who identify suspected plagiarism are required too:

- Mark the Assessment as “*Not Yet Satisfactory*”.



- In the feedback comments, include the following statement: “Assessment is under review by the Academic Management team.”
- Trainers are required to follow the Trainer Guidelines in managing these cases detailed in this policy.

Relevant documents: AI Use Policy and GC Marking Guide

Responsibility: Trainers, Academic Management team

Timeframe: At point of identification

6.2. Notify Academic Management Team

- Academic Management Team investigates cases.
- If Academic Management Team derive no plagiarism, then the trainer will be notified to update and adjust grade in LMS.
- If plagiarism is still suspected, Academic Management Team will notify students via email to attend an investigation meeting.

Responsibility: Trainers, Academic Management team

Timeframe: Within 5 days of suspected plagiarism identification

6.3. Investigate case

- Academic Management Team investigates cases. If Academic Management Team derive no plagiarism, then the trainer will be notified to update and adjust grade in LMS.
- If plagiarism is still suspected, Academic Management Team will notify students via email to attend an investigation meeting.

Relevant documents: Student Assessment, Plagiarism Software, Email/notification from Trainer

Responsibility: Academic Management team

Timeframe: Within 5 days of escalation to Academic Management Team

6.4. Student Meeting

- A meeting will be conducted between Academic Management Team and students to discuss suspected plagiarism.

Relevant documents: Student Assessment, Plagiarism Software, Email/notification from Trainer

Responsibility: Academic Management team

Timeframe: Within 5 days



6.5. Finalise outcome

- If plagiarism is not identified during or following meeting, Academic Management Team will notify Trainer of outcome, and the Trainer will update grades/comments in LMS.
- If plagiarism is identified, students will be required to sign a breach of academic integrity form which is then saved on students file and notes placed in student management systems.
- If this is a 2nd breach of academic integrity, the case will be referred to senior management to which, at discretion of senior management, students will be issued a cessation of enrolment notification

Responsibility: Trainers, Academic Management team

Timeframe: Within 5 days

7. Related Legislation and Standards

- Standards for RTOs 2025 – Standard 1.3

8. Policy Review

This policy will be reviewed at least every year, or earlier if required, to ensure alignment with changes in legislation, regulatory standards, compliance requirements, or organisational operations. Earlier reviews may be undertaken in response to audits, incidents, or identified opportunities for improvement.

8.1. Details

Policy Title		Academic Integrity Policy		
Approved by		Vice President Australian Operations / Director Quality Assurance		
Next Review Date		November 2026		
Version	Date	Effective Date	Comment/Note	Author/Reviewed by
5.0	13-Nov-2025	13-Nov-2025	Added Section 5 Ensuring authenticity, updated to reflect SRT0 2025 requirements.	Deputy Director Quality Assurance, National Manager Curriculum & Learning Design