LA TROBE
College Australia

Academic Integrity Policy

V7.2.1 August 2025

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1.0 Academic Integrity

The International Centre for Academic Integrity (2014) "Fundamental Values Project" defines academic integrity as:

"… a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage. From these values flow principles of behaviour that enable academic communities to translate ideals into action."

Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and professional staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. All students and staff should be an example to others of how to act with integrity in their study and work. Academic integrity is important for an individual's and a College's reputation.

Throughout the duration of their studies at La Trobe College Australia, students are expected to conduct themselves in an honest and ethical manner, and in accordance with accepted standards of academic integrity as defined in the policies and guidelines of La Trobe College Australia.

1.1 Principles and Objectives

La Trobe College Australia is committed to promoting and maintaining the highest standards of integrity in the conduct of teaching, learning and research. As a result, all members of the teaching and learning community are responsible for the promotion and protection of academic integrity.

The objective of the Academic Integrity Policy is to provide a framework and procedures that promote academic integrity in the College's teaching and learning community. Where a student has breached the standards of academic integrity the response will be educative, including the application of penalties to support the student's academic development, and will ensure natural justice.

La Trobe College Australia expects all students enrolled in all of its courses on its scope of registration to conduct their studies honestly, ethically and in accordance with the standards of academic conduct outlined in this document, as directed by academic staff in the course of a student's study program and as described in the compulsory online academic integrity training provided. Specifically, it is academic misconduct for a student to plagiarise, submit for assessment work that has been outsourced to a third party, collude, cheat, falsify or fabricate information.

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1.2 Definitions

Term	Meaning
Academic Coordinator	The Academic Coordinator is responsible for the academic management, coordination and administration of the Pathway or English Language Programs, and, working in conjunction with the Academic Director (or ELICOS Director of Studies or delegate), is accountable for the provision of high-quality programs by ensuring all Programs are coherent in design, planning, management, delivery and assessment.
Academic Director	The Academic Director (or ELICOS Director of Studies or delegate) is responsible for overall management of Academic processes, including quality assurance of the academic interface with the University. The Academic Director (or ELICOS Director of Studies or delegate) is also involved in course development and is responsible for ensuring that the institution meets academic regulatory requirements. The Academic Director (or ELICOS Director of Studies or delegate) assists the College Director and Principal in maintaining strong and effective relationships with La Trobe University.
Academic Integrity	Is the moral code or ethical policy of academia. In practice this means that even when study becomes difficult, committing to acting with honesty, trust, fairness, respect, responsibility and courage is vital. Students must act in an honest way, take responsibility for their actions, show fairness in every aspect of their work, respect the work of others, show the courage needed to create original work and thought and, importantly, demonstrate that they can be trusted to live up to the ethical standards required of a student enrolled in a course at La Trobe College Australia.
Academic Misconduct	A breach of academic integrity by behaviours that: • Misrepresent academic achievement OR • Undermining the core values of honest, trust, fairness, responsibility, respect and courage OR • Breaching academic integrity by engaging in one or some or all of: plagiarising, submitting for assessment work that has been outsourced to a third party, collusion, impersonation, falsifying or fabricating information.
Academic Review Committee La Trobe College Australia	A committee comprising of Academic Director LTCA, Academic Manger LTUSC, and Academic Coordinators. The committee meets each trimester to review: • Academic Progress of students • Academic at risk register • Student Learning advisor intervention • Applications for Special Consideration and Deferred Exams For ELICOS:

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Term	Meaning
	A committee comprising of the Director of Studies or delegate, Academic Coordinator and a Teacher meets to review: • Academic Progress of students • Academic at risk register • Student Learning advisor intervention • Applications for Special Consideration and Deferred Exams
Cheating in tests and examinations (supervised and unsupervised)	Demonstrating behaviours in tests, examinations, quizzes and assignments such as: • In an examination, quiz, test etc, communicating or attempting to communicate with a fellow student or individual who is not a supervisor or member of staff • Copying or attempting to copy from another student • Attempting to introduce or consult during the examination, any unauthorised printed or written material, or electronic calculating or information storage device; or mobile phones or other communication device; • Recording, transmitting or disseminating questions and/or answers to themselves or another person • Impersonating another student • Failing to comply with an instruction by a Person appointed to supervise the examination
Collusion	A form of cheating which occurs where more than one person contributes to an assessment task designated as an individual assessment. Where a student willingly assists another to circumvent the purpose of assessment through solicitation, cheating, misrepresentation or plagiarism (for example by willingly sharing their own work, giving them access to their own work, using a file swapping site or advertising the availability of their own work or someone else's work) this student has participated in collusion.
Essay Mill or Commercial contract service provider	An organisation or individual, usually with a web presence, that contracts with students to complete, in whole or part, assessment tasks for a student for a fee.
Fabrication of results	When a student claims to have carried out tests, experiments or observations that have not taken place, makes up results or presents results not supported by the evidence.
Falsification	When a student makes changes to information to change its meaning; to forge or produce counterfeit documents; to make false or incorrect returns, reports and outcomes to deceive.

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Term	Meaning
genAI/ Generative AI	When a student uses genAI services inappropriately where the use is unethical or inappropriate
Inadvertent Plagiarism (also referred to as poor academic practice or poor scholarship)	When a student unintentionally uses the work of another person without appropriate acknowledgement. This may be a result of a lack of familiarity with academic writing skills and academic referencing conventions. (See also Plagiarism)
Intellectual Property	Any intellectual creation(s) such as literary works, artistic works (i.e. songs, poetry, books, photographs etc) inventions, designs, symbols, names, images, computer code, ideas and other products of intellectual capital that can be protected by copyright, patents and trademarks
Lecturer or Teacher	A staff member of La Trobe College Australia directly responsible for the teaching and assessment of student work
Outsourcing and submitting assessment work to a third party (contract cheating)	When a student/s use a third party to undertake all or part of their assessed work for them, whether paid or unpaid. Third parties may include: • Commercial essay writing services (sometimes called 'essay mills'). • Services (individual or commercial) accessed through outsourcing services and related websites including file sharing sites. • Individuals who undertake assessment work, whether paid or unpaid, including: • Friends, family or other students • Private tutors • Substitute examination takers
Paraphrasing	Incorporating the ideas or themes of other persons into one's own work. A passage of paraphrased text should be true to the original authors idea but written in the student's own words with different composition (e.g. sentence structure) than the original text.
Penalties	An outcome imposed in response to, and in order to penalise, breaches of academic integrity. May also be referred to as sanctions or punishments.
Plagiarism	When the work of another is represented, intentionally or unintentionally, as one's own original work, without appropriate acknowledgement of the author, creator or the source. This category of academic misconduct includes but is not limited to the following: • Using ideas, concepts, research data, images, sounds or text from another source without appropriate acknowledgement

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Term	Meaning
	• Word for word copying, cutting or pasting statements from a single source or multiple sources or piecing together work of others and representing them as original work • Submitting as one's own work all or part of another student's work, with or without the student's knowledge or consent • Copying material from an unacknowledged source and substituting synonyms with the intent to deceive text-matching software, such as a the use on online paraphrasing tools. • Self-plagiarism by duplicating and submitting the same or almost identical work for more than one assessment task (without permission from subject coordinator).
Staff Member La Trobe College Australia	Any member of staff, academic and administrative, at La Trobe College Australia.
Student	Any student enrolled in a course, program or subject at La Trobe College Australia.
Subject Coordinator	The staff member who has been designated the coordinator of a subject offered at La Trobe College Australia. Or their nominee

2.0 Promoting Academic Integrity

In fulfilling its commitment to promoting and maintaining the highest standards of integrity, La Trobe College Australia, with cooperation of all members of the teaching and learning environment, will ensure:

a) A collaborative effort is made to recognise and promote academic integrity at every level from policy, through La Trobe College Australia procedures, to individual staff practices;

b) Students are thoroughly educated about the expected conventions for authorship and the appropriate use and acknowledgment of all forms of intellectual material, including the ethical use of GenAI within assessment;

c) Resources are available to assist students with appropriate approaches to referencing and citation;

d) Approaches to assessment minimise the possibility for students to breach academic integrity, while preserving the quality and rigour of assessment requirements;

e) Resources are available to support academic staff in teaching students the generic skills of critical thinking, analysis, interpretation and thesis development;

f) Resources are available to support academic staff in teaching students expected conventions for authorship and the appropriate use and acknowledgment of all forms of intellectual material;

g) Highly visible procedures are installed for monitoring and detecting and managing cheating, including appropriate educative and punitive measures;

h) Text-matching software is used primarily for developmental purposes, however also for detection and evidentiary purposes [Turnitin Software];

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i) Ethical and professional behaviour is modelled by La Trobe College Australia staff. Authority or position must not be improperly used and any conflict that may arise between personal interest and official duty is declared, in accordance with The Staff Code of Conduct.

Both staff and students have a responsibility for protecting the reputation and integrity of La Trobe College Australia by reporting any suspected breaches of academic integrity to the relevant staff member. This may include the Teacher responsible for teaching that particular class/group, the Subject Coordinator, the Academic Coordinator or the Academic Director (or ELICOS Director of Studies or delegate).

Observations of academic misconduct are to be reported in a timely fashion, preferably at the time of the occurrence, using appropriate recording mechanisms including; Navigate notes, email, and/or the Academic Misconduct Report Form (Appendix A). La Trobe College Australia shall deal with a suspected breach of academic integrity or an allegation of academic misconduct quickly and with due regard for the principles of natural justice. Additionally, in order to avoid the possibility of improper use of student work, both staff and students have a responsibility to store work where it cannot be accessed by other students.

At the College, generative artificial intelligence (GenAI) refers to a rapidly developing group of computer-based technologies capable of producing digital content such as text, images, video, audio, and computer code. These technologies operate by identifying patterns within large datasets during training. The patterns are then encoded into predictive mathematical models that can generate new content in response to user prompts. Importantly, these models do not store or reproduce their training data; instead, they create original outputs based on what they have learned.

The generative AI action plan developed by the College, details a staged approach to adopting the ethical use of AI by students within assessment formats guided by regulator advice and best practices used in the sector. While students may access generative AI tools through a growing range of platforms, including (but not limited to) ChatGPT, Copilot, Gemini, Claude, and MidJourney, they are urged to ensure proper referencing is maintained. When used appropriately, these tools can support learning by helping students understand concepts, generate ideas, and enhance aspects of their study practices.

However, there are circumstances where the use of generative AI is not appropriate. Responsible use requires students to apply ethical judgement, respect assessment requirements, and understand the limitations of AI-generated content. Generative AI should not replace the development of essential academic skills such as independent research, critical thinking, problem-solving, and written communication.

Students are expected to:

- Use generative AI tools to support their learning, such as understanding concepts, generating ideas and improving study practices, and only in ways permitted by the assessment instructions.
- Acknowledge any use of AI tools in line with College referencing requirements.
- Ensure that submitted work reflects their own understanding, analysis, and original contribution.
- Avoid relying on AI tools in ways that undermine academic integrity, misrepresent authorship, or hinder the development of core academic skills.

Breaches related to the misuse of generative AI will be managed under the College's Academic Integrity Policy and associated procedures.

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2.1 Strategies

La Trobe College Australia shall develop and implement a program of information dissemination about its position on academic integrity for staff and students, as follows:

a) Students shall be advised of the Academic Integrity Policy prior to and at the commencement of their studies during Orientation and reminded of this Policy at the start of each course or subject they undertake as a continuing student;

b) Students shall be advised via their Subject Outlines that the Student Support services, including the Academic Skills Advisor and Student Counsellor, are available to support students to engage in ethical academic practices and to offer support to them if an allegation of academic misconduct is made against them;

c) La Trobe College Australia will provide all enrolled students with detailed guidance on academic integrity which includes the La Trobe College Australia requirements for referencing and acknowledging the work of others in presentation of assessments;

d) Students will be provided with access to text-matching software for self-assessment and development purpose;

e) La Trobe College Australia shall promote assessment practices that minimise the opportunity for plagiarism, and are consistent with best practice;.

f) La Trobe College Australia will enrol all students undertaking courses at the College in mandatory online academic integrity training designed to educate students in matters of academic integrity. This includes informing students of; staff and student responsibilities in this area, the kinds of behaviours that can be considered academic misconduct, and the college's policies and procedures relating to academic integrity.

3.0 Academic Misconduct

While undertaking their studies at La Trobe College Australia, students must conduct their studies honestly, ethically, and in accordance with La Trobe College Australia's accepted guidelines of academic behaviour. Any form of academic behaviour that is in breach of these guidelines will be considered academic misconduct.

3.1 Detection

Instances of academic misconduct may be detected through a variety of mechanisms including: the invigilation of examinations, the comparison of the submitted assessment material to another source, and/or. text-matching software to assist with the identification of instances where assessment submitted by a student has been taken inappropriately from another source.

To assist in identification of potential breaches, the College may require students to authenticate their learning on the assessment item (e.g. through showing notes/drafts/resource materials used in the preparation of the item, or by undertaking a viva or practical based exercise).

3.2 Procedures for Managing Allegations of Academic Misconduct

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The subject teacher will investigate any suspicion of academic misconduct.

If, as a result of this investigation, they:

a) determine no misconduct has occurred, only evidence of poor academic practice/scholarship, then they will discuss the issue with the student and give a warning and advice with view to an educative outcome for the student.

b) If it is determined there is a reasonable suspicion that academic misconduct has occurred, then the teacher may prepare an Academic Misconduct Report Form including evidence (Appendix A) notify the subject coordinator, and forward data to the Academic Coordinator

c) In the event a lecturer/teacher believes there has been an incident of academic misconduct, they do not have the ability to impose a penalty on the student in the assessment of their work. Penalties can be imposed by the Academic Coordinator, or nominee, Academic Director, ELICOS Director of Studies or the LTCA Academic Review Committee.

Referral to Academic Coordinator

On receipt of evidence of Academic Misconduct, the Academic Coordinator will inform the student, via the student's LTCA email account, of the allegation, including nature of and grounds for the allegation.

The Academic Coordinator or nominee will arrange an interview with the student directly or via email, teams message or similar.

If it is determined that:

a) no academic misconduct has occurred, then the Academic Coordinator will dismiss the allegation, no record will appear in the academic misconduct register or student's navigate file. The student will be provided with advice and an educative solution to the incident.

b) academic misconduct has occurred, then the Academic Coordinator will determine an appropriate sanction as per the recommendations. This information will be recorded on the student's file.

c) the allegation is of a serious/major breach of academic integrity, or where further investigation and consideration is required, then the Academic Coordinator will refer the matter to the La Trobe College Australia Academic Review Committee.

In all cases the Subject Coordinator and student will be informed of the outcome of the deliberation of the Academic Coordinator.

Any student who has been penalised for academic misconduct has the right to appeal the penalty imposed. Appeals must outline the grounds on which the appeal is based and must be accompanied by supporting documentation where relevant. An appeal must be submitted in writing to Appeals and Grievance Committee within five working days of the notification of the penalty that has been imposed.

Referral to La Trobe College Australia Academic Review Committee

La Trobe College Australia Academic Review Committee will be convened to conduct a formal hearing of serious academic misconduct, or where further investigation and consideration of academic misconduct is required.

The Academic Review Committee may be convened on an *ad hoc* basis as directed by the Academic Director (Chair).

a) The student under investigation will be given a minimum of seven (7) days notice of the committee meeting.

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b) Prior to the hearing the committee shall provide the student with a copy of (or access to) all written materials and other evidence available to the committee.

c) The student may make a written submission to the hearing.

d) The student may attend the hearing or, if the student requests, participate in the hearing through telephone/video conferencing or similar facility.

e) If the student declines to attend the hearing (or participate by other means) the hearing shall proceed in the absence of the student.

f) The student may be accompanied at the hearing by a companion who is a member of La Trobe College Australia [e.g. fellow student or Student Support Officer]. The companion is present as a support to the student and is not an advocate or spokesperson for the student. In exceptional cases, for example a student with a disability which affects communication, the Chair of the committee may give permission for the companion to speak on behalf of the student.

g) Neither the student nor any other person participating in the hearing is entitled to be legally represented.

h) Decisions and outcomes, including sanctions, will be determined on the evidence presented by all concerned parties and in accordance with the (Appendix C: Schedule of suggested responses)

i) In all cases, the student shall be informed in writing of the decision of the committee, including the reasons for the decision.

j) This information will be recorded on the academic misconduct register and the student's navigate file.

k) Any student who has been penalised for academic misconduct has the right to appeal the penalty imposed. Appeals must outline the grounds on which the appeal is based and must be accompanied by supporting documentation where relevant. An appeal must be submitted in writing to Appeals and Grievance Committee within seven (7) days of the notification of the penalty that has been imposed.

La Trobe College Australia Academic Review Committee

La Trobe College Australia Academic Review Committee (hereafter referred to as the committee) may conduct a formal hearing into an allegation of academic misconduct.

The membership of this committee consists of:

- The Academic Director or ELICOS Director of Studies or delegate or nominee (Chair)
- The Academic Manager LTUSC/ Teacher for ELICOS
- Academic Coordinators
- Other specialist invited when required.

The committee may be convened ad hoc as required

3.3 Outcomes and Penalties

A penalty can be imposed by the Academic Coordinator or nominee or the La Trobe College Australia.Academic Review Committee (or, if designated, the Academic Director as Chair of the LTCA Academic Review Committee).

Where a breach of academic integrity has been substantiated and is moderate or serious (as per definititios in Appendix B) in nature a penalty shall be imposed.

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Penalties are determined according to the scale, scope and nature of the breach of academic integrity, see:

Appendix B Guidelines for determining level of academic misconduct

Appendix C Schedule of suggested reponses to substantiated breaches of academic integrity

3.4 Appeals

Any student who has been penalised for academic misconduct has the right to appeal the penalty imposed. Appeals must outline the grounds on which the appeal is based and must be accompanied by supporting documentation where relevant.

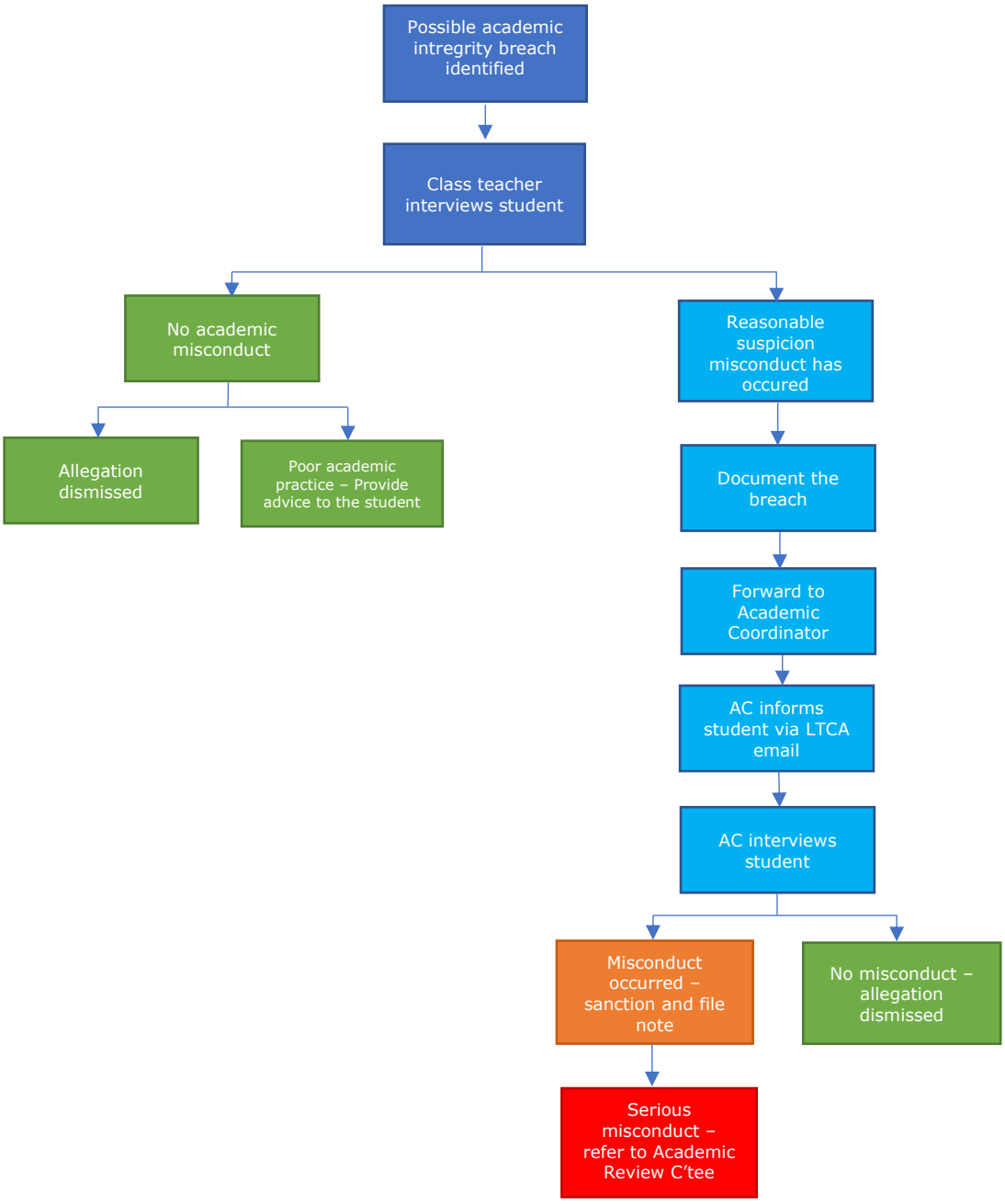
An appeal must be submitted in writing to Appeals and Grievance Committee within seven (7) days of the notification of the penalty that has been imposed.

The Appeals and Grievance Committee will consider the appeal and notify the student, in writing, of the outcome of their appeal.

For further detail on the appeal process, please refer to Stage 3 of the Student Grievance Policy.

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4.0 Flowchart



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5.0 Appendices:

Appendix A. Example Report Form

Academic Misconduct Report Form *(Example Only)*

Please refer to the Academic Integrity Policy and Guidelines before completing this report. Forward this form and accompanying documentation (evidence) to the Academic Coordinator.

Date form completed

Staff Details	***(Type in shaded box below)***
Name of reporting staff member	
Subject code and title	
Name of Subject Coordinator	

Student Details	***(Type in shaded box below)***
Student Name	
Student ID number	
Course	Select from list

Assessment Details ***(check box or boxes)***	
Assessment title and value	
☐ Essay	☐ Presentation In-class presentation
☐ Written Report	☐ Test/Examination Select from list
☐ Lab/Technical Report	☐ Other (specify)

Nature of suspected breach of academic integrity	
☐ Plagiarism Select from the list	
☐ Attempted concealment with use of Paraphrasing Tools	
☐ Self-plagiarism Select from the list	
☐ Collusion	Name(s) and ID(s) of other student(s) involved
☐ Cheating in test/exam	
☐ Falsification and/or fabrication	
☐ Contract Cheating (*Attach Contract Cheating rubric)*	
☐ Other	

Details of suspected breach of academic integrity ***(Type in text box below)***

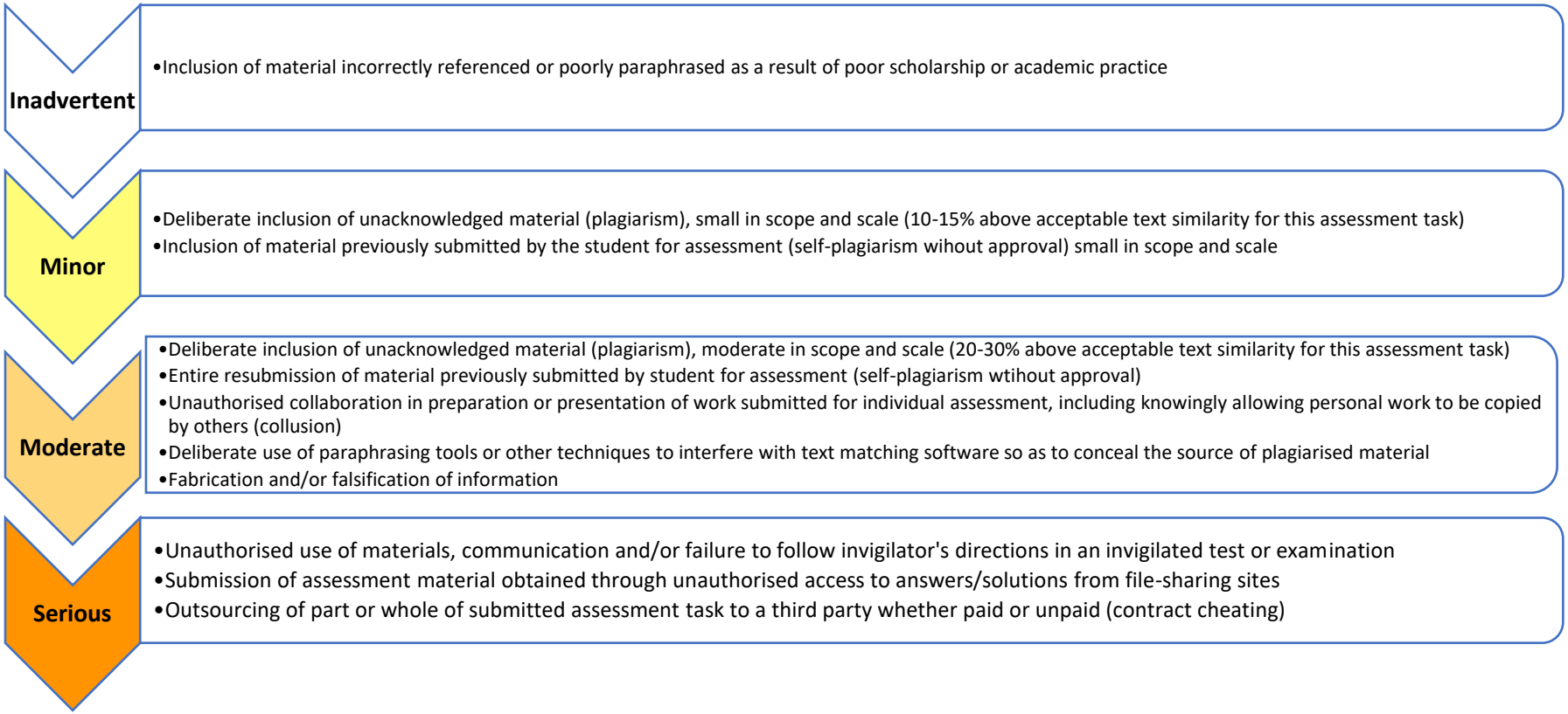
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Appendix B. Guidelines for determining the level of academic misconduct

Overarching Questions

1. Is the student in their first trimester of study?
2. Has the student completed the Academic Integrity Module?
3. Was the action intended to give the student an unjustified advantage?
4. Was the misconduct significant in scale or scope?
5. Was the misconduct deliberately and carefully planned with a clear intention of cheating?



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Appendix C. Schedule of Suggested Reponses to Substantiated Breaches of Academic Integrity

Academic Co-ordinator			Academic Review Committee		Suggested Response
No Academic Misconduct	**Inadvertent or Minor**	**Moderate**	**Serious**	**Serious (repeat)**	
✓					Allegation dismissed
	✓	✓			Warning and advice to student and Student to undertake educative measures And mark according to rubric
	✓	✓			Warning and advice to student and Student to undertake educative measures and mark according to rubric with penalty deduction of mark
		✓			Repeat assessment task (resubmit) with maximum mark of 50%
		✓	✓		Zero for the assessment
			✓		Zero for the subject (recorded as n not ns)
			✓	✓	Zero for the subject (recorded as n not ns) and Suspension from studies for designated period
				✓	Termination of enrolment in course considered

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Policy Title	Academic Integrity Policy	
Policy Owners	Academic Director and College Director	
Key Stakeholders	Academic Staff Students	
Approval Body	La Trobe College Australia Management Committee	Approved on May 3 2012
	LTM Executive Committee LTM Executive Committee LTCA Executive Committee	May 13 2015 May 25 2017 October 31 2018
	LTCA Senior Management Team	February 21 2019
	LTCA Academic Board	30 August 2021
	LTCA Academic Board	29 April 2022
	LTCA SMT	27 September 2022
	LTCA SMT	11 June 2024
	LTCA SMT	5 August 2025
Relevant Legislation		
Related Policies	Assessment Policy Course Progression Policy and Procedure Examinations Policy Student Code of Conduct Policy Student Grievance Policy Deferment, Suspension and Cancellation Policy Staff Code of Conduct Policy	
Related Guidelines		
File information		Version number V7.2.1
Date Effective	29 April 2022	Next Review Date: April 2024
Date Effective	26 September 2022	Version number V7.1 Updated scope of policy document to include all currently enrolled students on scope of the College's registration.
	11 June 2024	Version number V7.2 Updates made to incorporate GenAI and other minor updates made in sentence structures.
	5 August 2025	Version number V7.2.1 Added further context on use of generative AI

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