

- POLICY -

Academic Integrity

Policy Statement

TAFE SA is committed to fostering an educational environment where academic integrity is valued by staff, students, industry, employers and broader community stakeholders. Embedding a culture of academic integrity at TAFE SA will maintain the value of TAFE SA qualifications, and protect the reputations of TAFE SA, the VET sector and the Higher Education sector domestically and internationally.

Scope

This policy applies to all TAFE SA staff and students (including contractors, volunteers, hourly paid instructors (HPIs) and casuals).

Strategic Plan

The Academic Integrity Policy supports the following focus areas of the TAFE SA Strategic Plan:

Student Centred:

- > Enable students to inform all aspects of TAFE SA's education, training, administration and support services development and implementation. The unique and diverse requirements of students, their learning preference and digital capabilities will be reflected in the way TAFE SA develops and delivers courses and services.

Policy

This policy provides a framework for how TAFE SA promotes a culture of academic integrity through:

- Ensuring education of staff and students on academic integrity.
- Implementing proactive strategies in the design and conduct of assessment that:
 - May prevent or reduce the likelihood of students engaging in academic misconduct, and
 - Aim to increase detection of academic misconduct.
- Investigation of instances of academic misconduct.
- Monitoring and governance.

Education

TAFE SA will ensure students and staff understand the value of academic integrity through the following:

- Information on the student website promoting the value of academic integrity.
- Promotion of academic integrity requirements in student pre-enrolment and orientation information.
- Availability of an online academic integrity education course. This course is mandated for all Higher Education students and VET students enrolled at AQF4 or above. Educational Managers will have discretion to recommend

completion of the online education course to students at AQF3 or below in accordance with the context of their training program and the assessed risk of academic misconduct occurring within it.

- Availability of the *Artificial Intelligence AI micro-credential* to educate students about the safe, ethical and responsible use of generative artificial intelligence.
- All students with a confirmed case of academic misconduct will be required to complete the online academic integrity education course as part of their remediation.
- Breach notices of suspected or proven academic misconduct will include educative advice to prevent repeat offending.
- Professional development for staff involved in designing and conducting assessment and identifying and investigating academic misconduct.

Proactive strategies in assessment

TAFE SA's approach to assessment will embed strategies to reduce the risk and identify instances of academic misconduct through:

- designing assessment tasks which reduce the opportunity for students to engage in academic misconduct
- provision of clear assessment instructions to staff and students, including clarity on any acceptable use of generative artificial intelligence in completing assessment tasks
- ongoing professional development for staff on contemporary assessment design strategies that reduce opportunities for misconduct
- Using text matching tools and anti-plagiarism and other software to detect possible academic misconduct. Where such tools are utilised, this will be transparently declared to students in course documentation provided prior to assessment.

Investigating academic misconduct

Academic misconduct may take the form of any one of the following:

- Bribery or coercion
- Collusion
- Contract cheating
- Fabrication or falsification
- Misuse of generative artificial intelligence
- Plagiarism
- Unauthorised use of notes, technology and devices in assessment situations

Where potential academic misconduct is identified TAFE SA will apply the Academic Misconduct Procedure. TAFE SA, via this Policy and Procedure, recognises that a distinction should be drawn between less serious instances of academic misconduct which may be due to inexperience with academic study or writing skills, and more serious instances which may involve intentional misconduct and misrepresentation.

OFFICIAL

The instances of academic misconduct will be categorised as;

1. Tier 1 – Minor instances that require an Educational Response
2. Tier 2 – Concerning/ Serious instances that will result in an Educational Response and/or Penalties.

Decisions to apply penalties to students found to have conducted academic misconduct will be made by staff in line with TAFE SA Delegations and the Student Conduct and Disciplinary Policy.

TAFE SA's established principles for conducting appeals of decisions are to be followed. The process is outlined in the Academic Misconduct Procedure.

Monitoring and governance

All instances of academic misconduct will be recorded on the Academic Misconduct Register (AMR). Quarterly reports from the AMR will be provided to the:

- Academic and Quality Committee,
- Higher Education Academic Board,
- Academic Governance Committee, and
- TAFE SA Executive Committee.

TAFE SA will regularly review trends identified internally (via the Academic Misconduct Register, and staff experience in implementing the Academic Misconduct Procedure) and externally (via communications issued by the Tertiary Education Quality and Standards Agency, and the Australian Skills Quality Authority) to ensure this policy and the supporting procedure remain fit-for-purpose.

Trend analysis from the AMR will directly inform staff training and assessment design reviews and student support planning. TAFE SA will use data and insights from internal registers and external intelligence to refine integrity strategies, proactively mitigate new risks, and support systemic improvement. Identification of high-risk programs and areas will also be helpful for the process of continuous improvement.

The policy and supporting procedure acknowledge there is no statute of limitations for academic misconduct. Discovery of misconduct may be detected and acted upon at any time, before course commencement, during or after course completion, and may have admission, credit, pathway, and qualification issuance implications.

Non-compliance

Student non-compliance with the Academic Integrity Policy will result in implementation of the Academic Misconduct Procedure.

If an allegation of academic misconduct involves a staff member, it must be reported to the Educational Manager and the Human Resources Business Partner. The matter will be handled separately under the [TAFE SA Respectful Behaviours Policy](#) and [Staff Misconduct Policy](#).

Roles and Responsibilities

Position	Responsibility
Academic and Quality Committee	The Committee is a sub-committee of the TAFE SA Board. It provides advice to the Board on compliance and quality matters relating to quality teaching and learning and receives reports on academic integrity. It oversees the conduct and outcomes of courses and qualifications provided by TAFE SA to raise quality standards beyond compliance.
Higher Education Academic Board	The Board is a sub-committee of the TAFE SA Board. It maintains TAFE SA wide oversight and initiates action (where necessary) on academic standards and quality assurance processes for higher education accredited courses.
Academic Integrity Reference Group	The Academic Integrity Reference Group exists to promote, disseminate and make recommendations about the ongoing implementation of the Academic Integrity Policy and Procedure, and associated tools, across TAFE SA.
Executive Dean, Education Operations	Considers academic misconduct matters referred by Educational Managers in line with the TAFE SA Student Conduct and Disciplinary Policy
Director, Quality and Compliance	Ensures regulator expectations in relation to academic integrity are communicated to staff across TAFE SA. Ensures reporting of academic misconduct cases to Academic and Quality Committee (AQC) and Higher Education Academic Board (HEAB). Notifies TEQSA of contract cheating cases.
Dean, Teaching and Learning	Ensure Teaching and Learning Specialists support educators in the design and development of assessments to minimise risk of academic misconduct. Ensure the provision of regular opportunities for staff development in relation to academic integrity and the appropriate use of generative artificial intelligence. Ensure maintenance of the Academic Misconduct Register
Director, International	Ensures international students are educated about academic integrity as part of their orientation. Ensures international students to understand the importance of academic integrity and receive assistance through the process where academic misconduct occurs. Ensures the provision of support for international student wellbeing through academic misconduct cases.

OFFICIAL

Educational Manager	Ensures an environment of academic integrity. Ensures that educational staff adhere to the requirements outlined in the Assessment Policy and the Assessment Design and Development Procedure to produce compliant, timely, and quality-assured assessment tools. Supports and trains all staff involved in the detection of and response to Academic Misconduct to respond in a fair, consistent, transparent, and timely manner in accordance with TAFE SA's policies and procedures. Reports cases of academic misconduct to the Academic Governance Committee, Academic and Quality Committee and/or the Higher Education Academic Board. Acts as a Tier 2 Decision Maker on allegations of Academic Misconduct and determines the appropriate educative interventions and penalties (excluding suspension and expulsions). Where the recommended penalty is a suspension or an expulsion, the matter shall be referred to the Executive Dean, Education Operations for determination.
Principal Lecturer/Senior Lecturer/Course Coordinator	Promotes academic integrity by supporting learning and assessment good practice and adhering to the Professional Conduct Standards outlined in the Code of Ethics for the South Australian Public Sector. Ensures the design and development of assessment tasks reduces the opportunity for students to engage in academic misconduct and enables the collection of authentic student evidence. Promotes and monitors the completion of the AI LEARN course as part of the student onboarding process (Cert IV and above minimum). Supports lecturers during the process of managing suspected or evident academic misconduct. Analyses trends relating to allegations and findings of academic misconduct and advises the relevant lecturers about appropriate educational interventions. Oversees the development and implementation of appropriate academic integrity education within the program or teaching area in collaboration with the Centre for Educator Practice. Ensures that all cases of academic misconduct are managed consistently with this policy.

OFFICIAL

	Ensures that all records relating to allegations of and investigations into academic misconduct are secure and confidential. Acts as a Tier 1 Decision Maker on allegations of Academic Misconduct and determines the appropriate educative interventions and penalties.
Academic Integrity Officer	The program area or faculty staff member who is nominated as the key contact and coordinator responsible for academic integrity matters. This person plays a crucial role in maintaining academic integrity within the program or faculty as outlined in this Policy and helps ensure that allegations of academic misconduct are responded to appropriately and recorded in the Academic Misconduct Register.
Lecturer	Adheres to the Professional Conduct Standards outlined in the Code of Ethics for the South Australian Public Sector. Ensures class norms are established at the outset of a course relating to academic integrity and the behavioural expectations as set out in the Student Code of Conduct, along with consequences of not abiding by these norms. Provides agreed and published class norms for greater consistency in response to classroom management issues by different staff working with the same student group. Promotes and monitors the completion of the AI LEARN course as part of the student onboarding process (Cert IV and above minimum). Ensures students are aware of acknowledgement and referencing practices that apply to each assessment task. Facilitates and/or provides mechanisms for students to provide a declaration of ownership with each assignment or assessment task submitted. Consistently and diligently uses available tools and methods to detect academic misconduct. This may include the use of TAFE SA approved and supported text matching tools (e.g., Turnitin) to assist in determining if misconduct has occurred. Investigates and reports suspected cases of academic misconduct with: - an educative approach to suspected academic misconduct - consistent and fair judgement.

OFFICIAL

Student Support and Wellbeing staff	Advises the Principal Lecturer (or Academic Integrity Officer) of reportable instances of academic misconduct. Help students to understand the importance of academic integrity and assist them through the process where academic misconduct occurs. Support student wellbeing through academic misconduct cases.
Library Staff	Help students and staff to understand the importance of academic integrity and assist them through the process where academic misconduct occurs. Maintain educative materials for students with regard to appropriate referencing.
Student	Acts honestly and truthfully in all dealings with TAFE SA and ensures academic work is their own. Where another's work is used by consent and (when permitted according to assessment instructions), the source will be acknowledged according to the referencing guidelines for the course. Where applicable, each submitted assignment or assessment will include a declaration of ownership. Ensures their work is not copied by another student. If it is suspected that work has been copied, inform the lecturer immediately.
Employer	Ensures that the learning environment within the workplace supports academic honesty and integrity. In addition to remunerated employees, the employer's 'staff' can include apprentices, trainees, and students on work experience/vocational placement. Staff may be part of learning and assessment at the work site or external to the work site. If the employer becomes aware or suspects academic misconduct, they must advise their key contact within TAFE SA as soon as possible.
Third party provider	Ensures the requirements of this Policy and the Academic Misconduct Procedure are implemented when delivering to students on TAFE SA's behalf.

Definitions

Term	Definition
Academic Integrity	A commitment, even in the face of adversity, to the fundamental values of honesty, trust, fairness, respect, responsibility, and courage (International Centre for Academic Integrity, 2014).
Academic Misconduct	Acting dishonestly in an assessment task or examination to gain an unfair advantage for themselves or other students.
Academic Misconduct Register (AMR)	A central register that records Tier 1 and Tier 2 instances of Academic Misconduct. Findings of Academic Misconduct will also be used to trace cases of repeated misconduct.
Bribery or Coercion	Persuading someone to act in one's favour by a gift of money or other inducement including the use of force or threats in order to gain any academic advantage.
Collusion	A form of cheating where people work together in a deceitful or secretive way to develop a submission for an assessment task which has been restricted to individual effort.
Continuing Student	Any student who does not meet the definition of a New Student.
Contract Cheating	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. Examples include but are not limited to: > outsourcing, purchasing, exchanging, selling, or offering to outsource, purchase, exchange, or sell any whole or part of an assessment task, whether pre-written or specially prepared, including through the unauthorised or improper use of internet or file-sharing sites; > undertaking part or all assessment tasks for another student, or submitting an assessment task produced, in part or fully, by another person, including a friend, family member, current or former student, private tutor or a staff member; or > impersonating another person or allowing a third party to impersonate oneself for the purposes of undertaking an examination or assessment task.

OFFICIAL

Under the *Prohibiting Academic Cheating Services Act 2019* it is a criminal offence to provide or advertise an academic cheating service on a commercial basis.

Educational Response

A response by the relevant Business Unit.

Reflects the consequence of a Tier 1 (Minor) Academic Misconduct where a student will be required to:

- > discuss their work with academic staff if they are uncertain about how to avoid subsequent breaches of academic integrity;
- > undertake an alternative form of assessment to provide evidence of attaining the requirements of the component of study; and/or
- > receive the lowest level of pass for the assessment activity.

Fabrication or Falsification

Altering or making untrue statements in an academic context such as about academic records of attendance, participation or identity. Changing data or other information that is not one's own.

Misuse of generative AI

Use of generative AI tools (e.g., ChatGPT, Copilot, etc.) in ways that are not permitted in the context of a specific assessment task, such as submitting AI-generated work without acknowledgement or in breach of task guidelines, or using AI driven translation tools, AI writing assistants, paraphrasing tools or grammar and style checkers.

New Student

A student enrolled in a TAFE SA course at the time of the alleged academic misconduct who:

- > has been enrolled for two or fewer teaching periods at TAFE SA in either a full-time or part-time capacity; and
- > has not been found to have committed an act of academic misconduct at TAFE SA previously.

Penalty

Reflects the consequence of a Tier 1 (Concerning) or Tier 2 (Serious) Academic Misconduct where a student can be subject to:

- > failing the assessment; and/or
- > suspension (suspends the enrolment as a student for a temporary period); or

OFFICIAL

- > exclusion (restricts a student from class or use of a facility for a temporary period); or
- > expulsion (terminates a student's right to enrol in TAFE SA).

The application of the above penalties depends on the severity of the misconduct.

Plagiarism

Intentionally or unintentionally presenting someone else's academic work or ideas as your own without attributing appropriate acknowledgement and reference to the true author or creator. It is a type of intellectual theft.

Plagiarism includes copying either identically, substantially or in essence:

- > sentences or whole passages of written text or material from electronic resources without appropriate paraphrasing and referencing the original source or writer
- > another person's ideas, creative work, images, sounds, computer code or software
- > another student's assessment tasks in whole or in part, unless this is specifically allowed in the course outline
- > work completed by several people or in a group and submitting it as your own individual work.

Procedural Fairness

A just and proper decision-making process that is appropriate to the circumstances, where decisions are made without bias, are supported by evidence, and communicated with adequate notice and with valid reasons.

Program Area

An area within TAFE SA which has ownership and responsibility for delivery and supervision of a course or a unit.

Type of Misconduct Tier 1a (Minor)

An unintentional offence. The academic misconduct could be by a first year or new student to TAFE SA. This could also be their first misdemeanour (requires an Educational Response).

Tier 1b (Concerning)

OFFICIAL

Negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage (requires an Educational Response and/or Penalty).

Tier 2 (Serious)

A deliberate and planned attempt to gain academic advantage where otherwise marks would not have been awarded (requires an Educational Response and/or Penalty).

Associated Documents and References

Document Type/ Number	Document/Reference Title
Code of Ethics	<i>Code of Ethics for the South Australian Public Sector</i>
PPMF TAFE SA 1010	<i>TAFE SA Respectful Behaviours Policy</i>
PPMF TAFESA 136	<i>Student Conduct and Disciplinary Policy</i>
PPMF TAFESA 1012	<i>Assessment Policy</i>
PPMF TAFESA 1099	<i>Resulting Policy</i>
PPMF TAFESA 140	<i>Information Management – Records Management Policy</i>
PPMF TAFESA 70	Course Admissions Policy
PPMF TAFESA 148	<i>International Students: Attendance and Course Progress Policy</i>
PPMF TAFESA 1019	Privacy Policy
PPMF TAFESA 126	Issuance Policy
PPMF TAFESA 188	Fraud and Corruption <i>Policy</i> and <i>Procedure</i>
<i>TAFE SA Rules</i>	https://in.tafesa.edu.au/office_of_ce/documents/Attachment2-ConfirmedTAFESARules.pdf Note item 2.5
<i>Student Code of Behaviour</i>	https://www.tafesa.edu.au/apply-enrol/before-starting/student-policies/student-code
<i>Academic Integrity Guidance Note</i>	https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity
<i>TEQSA Academic Integrity Toolkit</i>	https://www.teqsa.gov.au/academic-integrity-toolkit
<i>Code of Ethics for the South Australian Public Sector</i>	https://publicsector.sa.gov.au/policies-standards/code-of-ethics/
<i>TEQSA Act Amendment</i>	The Prohibiting Academic Cheating Services Act 2019 amends the <i>Tertiary Education Quality and Standards Agency Act 2011</i>

Document Control

Approved by			
Policy Owner	Penny Johnston	Title	Executive Dean, Academic Development
Contact person:	Victoria Griffith	Telephone	
Responsible Unit		Teaching and Learning	
Version number		2.0	
Date of approval		2 December 2025	
Next Review Date		2 December 2027	
PPMF ID		PPMF TAFESA 1184	
Policy Category		Operational	