

AITC Artificial Intelligence Policy

Purpose	The policy addresses AITC's approach to Artificial Intelligence.
Location	The policy is maintained on ownCloud
Responsible executive	Academic Dean
Responsible office	Academic Dean's Office
Contact officer	TBA
Effective date	30 June 2025
Review date	TBA
Modification history	Version 1.2
Related documents	AITC Academic Integrity Policy AITC Monitoring Review and Improvement Procedure AITC Examinations Policy and Procedure AITC Student Progression, Exclusion and Graduation Policy AITC Education Plan AITC Student Code of Conduct Policy AITC Staff Code of Conduct Policy
Authority	Approved by Academic Board

1. Purpose

Generative Academic Intelligence challenges assessment validity. AITC Artificial Intelligence principles include academic integrity, honesty, and a respect for knowledge, truth and ethical practices. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise and devalue the quality of learning and the credibility of the award. This policy is intended to reinforce the importance of integrity and honesty in the Australian Institute of Technology and Commerce (AITC) academic environment.

2. Scope

This policy applies to all students and staff of the AITC.

3. Definitions

- 3.1 **Academic intelligence** could enable students and staff to complete tasks without the actual capability which that implies.
- 3.2 For the purposes of the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework), artificial intelligence requires preventative action that is taken to mitigate foreseeable risks to academic integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of any such breaches.
- 3.3 Generative AI (Gen AI) requires a shift towards assessment "that validity into assessment architecture

rather than attempting to impose it through unenforceable rules” (Corbin, Thomas, Dawson, Phillip and Liu, Danny. 2025. *Assessment & Evaluation in Higher Education* [<https://doi.org/10.1080/02602938.2025.2503964>]).

3.4 **Academic plagiarism** is a form of academic misconduct that involves making a false representation to gain an unjust advantage. It can include:

- a) Falsification of data.
- b) Using a substitute person to undertake, in full or part, an examination or other assessment.
- c) Reusing one's own work, or part thereof, that has been submitted previously and counted towards another course without permission from the relevant Course Coordinator.
- d) Making contact or colluding with another person, contrary to instructions, during an examination or other assessment item.
- e) Bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item.
- f) Making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item.
- g) Contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

3.5 Unacknowledged use of AI is part of **plagiarism**: that is, the presentation of the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:

- a) Copying or paraphrasing material from any source without due acknowledgment.
- b) Using another person's ideas without due acknowledgment.
- c) Collusion or working with others without permission and presenting the resulting work as though it was completed independently.

3.6 Nevertheless, employers expect AITC graduates to be able to:

- a) Utilise AI editing tools, including Grammarly.
- b) Use AI translating tools.
- c) Learn with AI.
- d) Reference AI outputs.
- e) But acknowledge AI use.

- f) The use failure to acknowledge the use of AI is academic misconduct which includes but is not limited to conduct that involves plagiarism and any other dishonest conduct by a student to gain academic or general advantage; or conduct that otherwise contravenes the provisions of AITC's academic rules, policies, procedures and/or guidelines. Dishonesty in the preparation or presentation of any assessable work is regarded as student academic misconduct. Academic misconduct includes any deceitful behaviour by which it is sought to gain some unfair or dishonest advantage either for oneself or for another person, especially with using AI by another person to undertake an examination or assessment item in your name.

4. Principles

AITC has adopted the following principles in all aspects of academic integrity:

- a) Intellectual honesty in proposing, performing, and reporting research and all assessment activities.
- b) Accuracy in representing contributions to assessments, research proposals and reports.
- c) Fairness in peer review.
- d) Collegiality in scientific interactions, including communications and sharing of resources.
- e) Transparency in conflicts of interest or potential conflicts of interest.
- f) Protection of human subjects in the conduct of research.
- g) Humane care of animals in the conduct of research, and.
- h) Adherence to the mutual responsibilities between investigators and research participants (National Research Council of the National Academies, 2002).

5. Roles & Responsibilities

- 5.1 All staff and students must ensure that they understand and comply with legal restrictions and obligations relating to AI.
- 5.2 Acknowledges its responsibility to:
 - a) Promote the values of Academic Integrity; and
 - b) Provide students and staff with resources to ensure that students are supported to develop the skills required to uphold the values of Academic Integrity in all academic endeavours.
- 5.3 The Dean and Unit Coordinators have a responsibility to design assessment tasks and study load in an era of GenAI by what Corbin *et al* label as:
 - a) Discursive options, such as changes to the way assessment is communicated to students (and staff)), or

- b) Structural options, such as changes to the nature, format, or mechanics of the assessment itself.

5.4 Because the students are postgraduate:

- a) Discursive options include explaining and exemplifying the nature of education measurement, including types of validity, the nature of reliability, and generalizability.
- b) Structural options include random post-assessment oral quizzes, on-site written examinations, and the use of software for off-site tests.

5.5 In accordance with the Staff Code of Conduct, Academic Staff also have a responsibility to:

- a) Appropriate conduct of lectures, tutorials and revision classes).
- b) Ensure that confidential materials and information, such as examination questions and assessment marking guides, are handled with the utmost care and confidentiality at all times.
- c) Inform all students of acknowledgement practices that are appropriate for their fields of study and provide clear examples of what is acceptable.
- d) Clearly explain academic expectations and what constitutes plagiarism or other forms of academic misconduct to students.

5.6 Students also have a responsibility to:

- a) Submit only work which properly acknowledges the ideas, designs, words or works of others in what is otherwise their own original work.
- b) Avoid lending or otherwise providing original work to others for any reason other than where work is provided to another student in the course of collaboration in connection with group work assessment, and subject to any requirements imposed on students in connection with such collaboration.
- c) Have a clear understanding of the conditions of assessment, including assessment task requirements, appropriate source acknowledgement practices, and marking criteria.
- d) Provide, when requested (and where the item of work has been prepared using electronic means), an electronic copy of any work to Academic Staff involved in marking the work.
- e) Be clear about the acknowledgement practices that are appropriate for their field of study.
- f) Be aware of the collective responsibility of proper source acknowledgement within group assignments and be able to support their claims of authorship in a group assignment.
- g) Encourage other students to uphold the values of academic integrity and discourage other students from plagiarising or carrying out other forms of academic misconduct.

5.7 The Course Coordinator has a responsibility to carry out investigations of student academic misconduct in accordance with the Policy and report to the Academic Board through the Academic

Dean.

6. Prevention and Detection of Plagiarism and Other Forms of Academic Misconduct

AITC will take steps to detect plagiarism and other forms of academic misconduct. These may include manual searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works, on commercial databases, and in student previously submitted assignments.

7. Actions and Penalties

7.1 If an allegation of student academic misconduct is made, the Course Coordinator will investigate the matter by:

- a) Advising the student in writing of the referral.
- b) Issuing the student with a notice to show cause in relation to the allegation with advice that failure to respond within 10 days may result in confirmation of the allegation and imposition of a penalty.
- c) Examining the material with reference to the academic integrity policy.
- d) Using any electronic text-matching software (i.e., Turnitin) or other methods of detecting dishonesty made available by AITC.
- e) Considering any evidence or representations deemed necessary to undertake an assessment of the matter.

7.2 If any form of student academic misconduct is found to have occurred, a range of actions may be taken, or penalties imposed.

- a) Remedial action such as counselling or training on proper academic conventions and techniques and/or allowing the student to re-attempt the assessment item without loss of marks.
- b) Allowing the student to re-attempt the assessment item with a capped mark.
- c) Allowing the student to complete a new piece of work with a capped mark.
- d) Excluding any parts resulting from dishonest practices and referring the assessment item for remarking appropriate to the work completed.
- e) Awarding no marks for the assessment item.
- f) Awarding a fail grade in a course or courses.
- g) Imposing a suspension, with or without conditions, for a specified period.
- h) Imposing an exclusion, with or without conditions, for a specified period, after which the student will be required to apply for re-admission to AITC.

- i) Expelling the student from AITC.

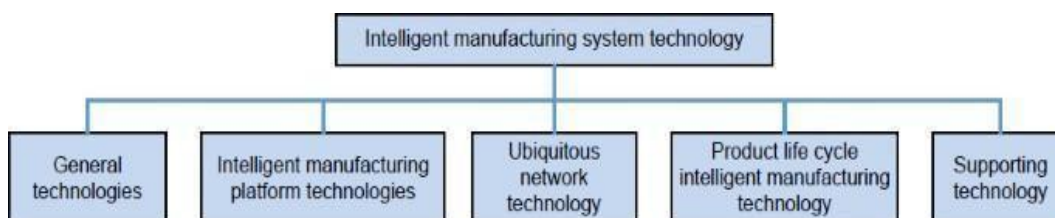
Students under investigation for student academic misconduct will not be eligible to graduate until the matter is resolved.

- 7.3 An alleged breach of this policy conducted by AITC staff may amount to a breach of the Staff Code of Conduct and will be dealt with accordingly.

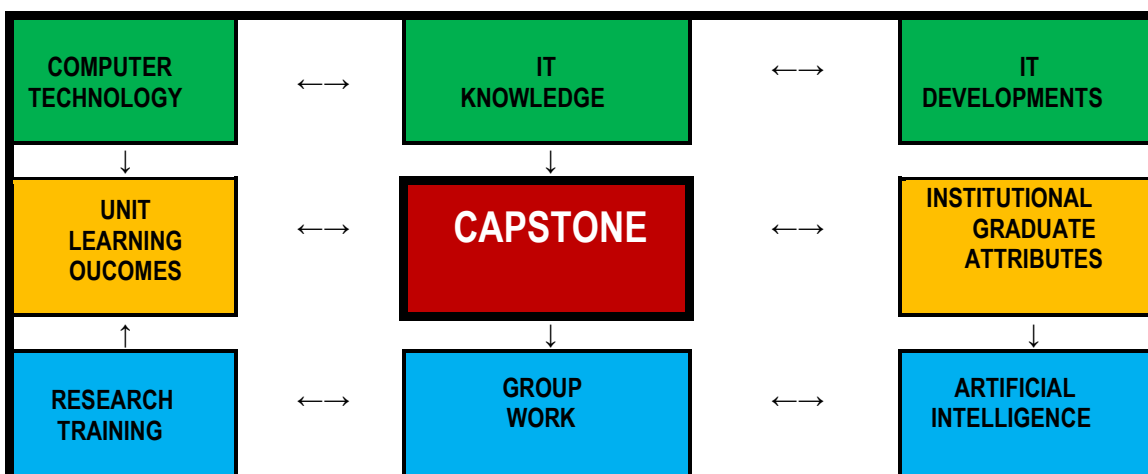
8. The Use of AI

- 8.1 A traffic-light dashboard will be used under the direction of the Dean and the lecturers:

CATEGORY	Conditions; AI, in any form,	Consequences checked:
RED	Must not be used in this assessment	Breach of academic integrity
AMBER	May be used under control of lecturer	Similarity index reported
GREEN	Must be used under supervision	Accuracy of attribution



This is particularly important in integrated capstone units with group assessments:



9. Recording Outcomes

- 9.1 Once a determination has been made on a misconduct matter, the Course Coordinator will document the decision and relevant conditions of an imposed penalty.
- 9.2 The student will be informed in writing of the decision.
- 9.3 The student administration and enrolment staff will be informed of this for the purposes of

appropriately recording the misconduct on the student's academic record and/or amending the student's enrolment.

10. Appeal Process

- 10.1 An appeal against a determination in a student misconduct matter can be lodged by the student if there is:
- Evidence of a breach of this policy or general principles of procedural fairness.
 - The suggestion that the decision was affected by a conflict of interest or personal bias.
 - New information that could not reasonably have been provided prior to the hearing and it is probable that this information would have affected the decision.
- 10.2 An appeal on the grounds of penalty alone will not be considered.
- 10.3 An appeal against a determination made by the Course Coordinator may be made in writing to the Academic Dean within 20 days of Notice of the Decision and the grounds for appeal must be clearly set out.
- 10.4 Upon receipt of the Appeal, the Academic Dean (AD) shall undertake a preliminary review to determine the validity of the appeal. Once determined, and within 10 days of receiving the Appeal, the AD may:
- Dismiss the Appeal if not valid.
 - Decide in relation to the Appeal.
 - Refer the Appeal to the Academic Board for determination.
- 10.5 The Appeal Decision (made by the Dean or the Academic Board) is final and there is no further avenue of appeal within AITC. However, the student has the right to further appeal outside AITC (cf. the Student Grievance Mediation Policy for information on external mediators).
- 10.6 In making a decision in relation to the Appeal, the original decision may be confirmed, varied or set aside.
- 10.7 The student will be informed in writing of the Appeal's Decision outlining reasons for the decision.
- 10.8 Relevant staff within AITC will be informed of the Appeal's Decision and appropriate records will be made.