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| Policy Document Administrator | Ian O'Harae, <i>Director of Teaching and Learning</i> teaching-learning@aut.edu.au |
| Policy Document Approver | Teaching & Learning Committee |
| Responsible Body/Person | Teaching & Learning Committee |
| Next Review date | June 2026 |
| Superseded documents | Academic Misconduct Policy |
| Related documents | <i>Grievance Resolution Policy – Students</i> <i>Course Progress Policy</i> |
| Related HE Standards | 5.2 |
| Related National Code Standards | N/A |

1. PURPOSE

To uphold the highest possible standards of academic integrity within **AUT** coursework awards.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all AUT coursework awards.

4. POLICY STATEMENT

The Australian University of Theology (AUT) is committed to the principle of academic integrity. In line with tertiary institutions throughout Australia, AUT regards academic misconduct as a serious matter. Affiliated Colleges are responsible for rigorously pursuing the highest possible standards of academic integrity.

5. POLICY APPLICATION

Definition of Academic Misconduct

5.1 Academic misconduct may encompass the following actions:

- taking unauthorised materials into an examination;
- arranging for another person to sit an examination in the place of the candidate;
- improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- endeavouring to gain unfair access to content and information where such access is not permitted;
- engaging in **contract cheating** by engaging another party to undertake part of whole of an assessment item and submitting work for an assessment knowing it to be the work of another person;

- f) failing to acknowledge the source of material in an assessment task, including project or thesis;
- g) the use of artificial intelligence tools (including, but not limited to, ChatGPT, Microsoft Copilot or similar), in any assessment task, including project or thesis. There are three exceptions and a general requirement:

- a. Exception 1: to conduct *preliminary research* on a topic. Preliminary research is a step prior to writing. Acceptable AI use for preliminary research includes use for an initial topic search, to clarify key terms, to identify useful starting readings, translating readings into another language, or to summarise a reading to ascertain its relevance.

Non-acceptable AI use for preliminary research use includes using a tool to provide answers to the assessment task, or a paraphrase of the assessment task, and using any generated content from AI directly in a submitted piece of assessment.

Where used for preliminary research the name and version number or date of the tool(s) used (e.g., "ChatGPT Version 3.5") must be declared in text or in an Appendix;

- b. Exception 2: to obtain general advice on spelling and grammar. However, students should not use explicit AI features added into a grammar tool; for example, using Word or Grammarly for grammar advice is acceptable, but using an additional AI tool added into a grammar tool, like GrammarlyGO, is not acceptable). Students writing in a language other than their first language can use AI for general advice on spelling and grammar, but not for translating their written work;
- c. Exception 3: in the case where a lecturer provides written authorisation for the use of an artificial intelligence tool for defined aspects of an assessment task, in which case any student use must be declared and fully referenced. The name and version number of the tool(s) used (e.g., "ChatGPT Version 3.5") must be declared and an Appendix showing student prompts to the AI and the AI responses must be included. Written authorisation can be provided in assignment instructions.

General Requirement

- d. All students must use the assessment coversheet required by their Affiliated College, and keep drafts of all assessment tasks in order to provide these to lecturers if concerns are raised about potential misuse of AI tools (NB: software such as Word automatically keeps a version history containing drafts). NB: The University uses software (Turnitin) to detect potential cases of plagiarism and misuse of AI tools.
- h) submitting a false medical certificate;
- i) submitting incorrect, incomplete or misleading information.

Resources

- 5.2 The University provides access to Turnitin to its affiliated colleges as a tool in the identification of instances of potential academic misconduct.

Acknowledgment and Usage of Sources

- 5.3 Students are expected to acknowledge the source of their ideas and expressions used in their written work. Deliberate failure to provide documentation may constitute plagiarism or recycling, which are subject to charges of academic misconduct.
- 5.4 Plagiarism is understood to be the presentation of work as though it is the student's own words or thoughts without appropriate acknowledgment of the source. Students are required to acknowledge by use of appropriate referencing the origin of extracts, quotes and paraphrases from other people contained in their work (and artificial intelligence tools if authorised).
- 5.5 Except in the case of AUT approved study and assessment schemes, students ought not to assist other students in the writing of individual assessments, such as providing written material to be copied.
- 5.6 Material submitted for assessment by a student in a unit for which the student has already gained (or expects to gain) academic credit may not be submitted for assessment by the student in any other unit. Students are also prohibited from reusing in their assignments words and ideas from their own previously published work without proper attribution. Both of these practices constitute recycling. Material submitted by a student for assessment in a unit which was not successfully completed may be submitted again in the same unit if re-enrolled, or in another unit of study. This is not seen as recycling as no academic credit was awarded for the completion of the work.
- 5.6.1 An exception to the above is within the context of the unit AS001 *Introduction to Research Methods*, where material produced in this unit is intended to be used in a subsequent long project or thesis enrolment.

Procedures

- 5.7 Where a marker suspects intentional or inadvertent academic misconduct, the marker is to consult the Academic Dean who will make a determination regarding the nature of the student's intentions.
- 5.8 In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, students are to be granted an opportunity to resubmit a corrected assessment, the marker shall deduct marks from the assessment and the Academic Dean is to counsel the student concerning the academic conventions prevailing in the University.
- 5.9 Students who have knowingly divulged, or caused to be divulged, the content of an examination to other students who are yet to complete the examination, will be dealt with by separate disciplinary processes approved by the Academic Board.
- 5.10 Students who have intentionally and knowingly received information relating to the content or nature of an examination for a unit in which they are enrolled, except that

which was commonly released by the lecturer/s as part of the unit, will be dealt with by separate disciplinary processes approved by the Academic Board.

- 5.11 Students who have engaged in **contract cheating** by intentionally and knowingly using or sought to use another party to undertake part or whole of their assessed work for them, whether paid or unpaid, will be dealt with by separate disciplinary processes approved by the Academic Board.
- 5.12 Affiliated colleges are required to report to the **University Registrar** all offences with respect to plagiarism and cheating for recording in **Paradigm**. Such information is available by means of a note on the student's record on **Paradigm**, available to Affiliated College Registrars at an affiliated college where a student is either enrolled or intends to enrol.

Penalties

- 5.13 Wilful academic misconduct may result in the following penalties:
 - a) the awarding of a fail grade for the whole unit of which the assessment is a part,
 - b) the awarding of 0% for the assessment or thesis or project with or without the opportunity to redeem it,
 - c) the student's exclusion from the AUT award in which he or she is enrolled for a period not exceeding two years,
 - d) exclusion from any award of the Australian University of Theology, or
 - e) another outcome appropriate to the case but with an impact less serious than exclusion from enrolment in any AUT award.
- 5.14 Plagiarism and cheating are both serious academic offences. However, the AUT also recognises the importance of educating students about the seriousness of the offence. Thus the penalties given below reflect both the seriousness of the offence and the desire to give students a chance to learn from their actions. A distinction is made between single occurrences, and multiple concurrent occurrences, in which plagiarism is found within multiple assessment tasks in one or more units concurrently:

- a) **First offence**

- For a single occurrence in a first offence, a student will be subject to academic counselling, with the maximum penalty being to fail the assessment item with no marks awarded. Where deemed appropriate, the minimum penalty available will be that a student may be granted an opportunity to resubmit the assessment with a maximum of 50% for the assessment.

- If multiple concurrent occurrences are detected, a student will be subject to the same potential penalties as for a single first offence and will also be placed on conditional enrolment as set out in the *Course Progress Policy*.

- b) **Second offence:**

- For a second offence a student will fail the unit, with no remedial opportunity.

If multiple concurrent occurrences are detected, the student will be deemed to have committed a third offence and the potential penalties for a third offence will apply.

c) Third or major offence:

For a third or major offence, whether single or multiple concurrent occurrences, a student may be excluded from any AUT award, or excluded from the enrolled AUT award for up to two years, or any other outcome appropriate to the case but with an impact less serious than exclusion.

- 5.15 In the case of severe plagiarism and/or cheating, or where students have engaged in **contract cheating** by intentionally and knowingly used or had sought to use another party to undertake part or the whole of their assessed work for them, whether paid or unpaid, a student may be subject to a separate disciplinary process approved by the Academic Board.

Appeals

- 5.16 Any appeal against an outcome will be dealt with in accordance with the *Grievance Resolution Policy – Students* which can be accessed on the AUT website.

6. QUALITY ASSURANCE

Annual reviews of the reporting of instances of Academic Misconduct is undertaken, and reported to the Academic Board. Any anomalies noted during the review of reported instances will be investigated as deemed necessary by the Academic Board.

7. RELATED DOCUMENTS AND LEGISLATION

[AUT Advice to Students about using Generative Artificial Intelligence](#)

TEQSA Academic integrity toolkit: <https://www.teqsa.gov.au/contract-cheating>

TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity: <https://www.teqsa.gov.au/latest-news/publications/good-practice-note-addressing-contract-cheating-safeguard-academic>

8. VERSION HISTORY

| Version | Approved by | Approval Date | Effective Date | Changes made |
|---------|----------------------|-----------------|----------------|--|
| 1 | Dean | 12 March 2008 | | |
| 2 | Dean | 30 October 2010 | | |
| 3 | Academic Board | 14 March 2014 | | |
| 4 | Coursework Committee | 5 August 2016 | 5 August 2016 | Recognition of ACT's use of Turnitin; change to the penalty of a first instance of wilful academic misconduct; requirement that the Academic Dean in each college be responsible for |

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| | | | | identifying wilful academic misconduct. |
| 5 | Coursework Committee | 16 March 2018 | 16 March 2018 | Update penalties for offences, including reference to concurrent offences. |
| 6 | Coursework Committee | 26 July 2019 | 22 October 2019 | Add 'recycling' to definition. Amend 5.3 & 5.6. |
| 7 | Coursework Committee | 16 April 2021 | 16 April 2021 | Introduce definition and references to contract cheating; update 5.6 student recycling statement when repeating a non-completed unit; policy statement and title update. |
| 8 | Coursework Committee | 17 February 2023 | 17 February 2023 | Clarify the role of Artificial Intelligence with academic integrity |
| 9 | ACT Chair and Dean | 29 November 2023 | 29 November 2023 | Further clarify artificial intelligence issues |
| 10 | Teaching and Learning Committee | 14 Feb 2025 | 14 Feb 2025 | New template, minor editorial updates to implement university status, consideration of Research Methods and long projects for content recycling. |
| 11 | Academic Board | 20 June 2025 | 20 June 2025 | Updated information about AI |

Any hard copy of this electronic document may not be current as the University regularly reviews its policies. The latest version can be found online at aut.edu.au/documents