**Combined Academic Integrity and   
Ethical AI Use Policy**

**Introduction**  
This policy sets the standard for academic integrity and ethical conduct in all academic activities, emphasising the responsible use of artificial intelligence (AI) tools for assessment purposes. It aims to ensure fairness, uphold the credibility of educational programs, and foster an environment of trust, honesty, and creativity.

**Scope**  
The policy applies to all students, trainers, assessors, and staff members across the RTO. It covers the ethical use of AI, plagiarism, proper referencing, and general conduct expected in academic work.

**Commitment to Academic Integrity**

* All students and staff must adhere to the principles of academic integrity: honesty, trust, fairness, respect, and responsibility.
* Acts of academic misconduct, such as plagiarism, fabrication, and cheating, are strictly prohibited and will be dealt with according to established disciplinary procedures.

**Understanding Permitted AI Use**

* Students must understand when and how AI tools can be used in their assessments. Instructors will provide clear information about permissible AI usage in course guidelines.
* If AI tools are allowed, their use must be properly cited, similar to any traditional source. Specific details of how AI was used must be disclosed.
* AI tools should be utilized as aids, not substitutes, to enhance learning and understanding.

***The final work must reflect the student’s insights, originality, and critical thinking*.**

**Prohibited AI Use**

* Using AI to generate complete or partial answers without explicit permission from the instructor is prohibited.
* Submitting AI-generated work as one’s own without proper acknowledgment is academic misconduct.
* Sharing access to personal AI accounts with others for assessment purposes is not allowed.

**Transparency and Attribution**

* Students must disclose the use of AI tools in assessments, specifying which tools were used and their contributions to the work.
* Proper attribution is required, with clear identification of which parts of the work were generated or assisted by AI.

**Ethical and Responsible AI Use**

* AI-generated content must not replace the student’s own effort and creativity. It should be used to support learning while ensuring originality.
* Trainers will provide guidance on appropriate AI uses and establish assessment designs that require critical thinking and creativity beyond AI capabilities.

**Proper Referencing and Plagiarism**

* Students must ensure all non-original work is properly cited using a consistent and recognised referencing style (e.g., APA, MLA, Harvard). This includes books, articles, websites, and AI-generated content.
* Using another's work without appropriate acknowledgment constitutes plagiarism and will lead to disciplinary action.
* Plagiarism detection tools may be used to verify the originality of submitted work.

**Consequences of Misuse**

* Misuse of AI tools, plagiarism, or other academic misconduct will be subject to disciplinary action as per the RTO's policies. Consequences may include failing the assignment, failing the course, academic probation, or other penalties based on the severity of the misconduct.
* The disciplinary process will involve investigation, hearings, and fair resolution to maintain consistency in dealing with academic misconduct.

**Support and Resources**

* The RTO will provide training and resources to help students understand academic integrity, proper referencing, and ethical AI use.
* Support services, such as academic advisors or workshops, are available for students who need help in understanding and adhering to these principles.

**Instructor's Role**

* Instructors will clearly communicate acceptable AI uses within their courses and design assessments that encourage genuine learning, creativity, and critical thinking.
* Instructors will provide examples and guidelines on proper attribution for AI-generated content.

**Review and Amendments**

* This policy will be reviewed annually to reflect technological advancements and evolving educational standards. Feedback from students, faculty, and other stakeholders will inform amendments.