Policy Name	Academic Integrity Policy
Policy Number	A003
Approval Authority	Board of Directors
Responsible Officer	Director of Studies
Operational Responsibility	Heads of Faculty
Purpose	The purpose of this policy is to uphold academic integrity as a core institutional value of LCI Melbourne, ensuring all staff and students engage in ethical, honest, and responsible academic and research practices. This policy aligns with the Higher Education Standards Framework (Threshold Standards) 2021, particularly Standards 5.2, 5.3, and 6.2, and is informed by TEQSA's 2024 *Academic and Research Integrity* Guidance Note.
Scope	This policy applies to all students and staff engaged in academic or scholarly activity at LCI Melbourne, including those in teaching, learning, assessment, supervision, and research. It extends to any third parties delivering academic components on behalf of LCI Melbourne.
Policy Statement	LCI Melbourne is committed to: ▪ Fostering a culture of academic and research integrity through education, support, and accountability. ▪ Preventing, identifying, and managing breaches of academic integrity, including plagiarism, contract cheating, collusion, and data fabrication. ▪ Ensuring transparency and fairness in investigation and decision-making processes related to academic misconduct. ▪ Equipping staff and students with the knowledge and skills to act with academic integrity. ▪ Regularly reviewing academic integrity processes in response to technological developments, including AI.
Policy Principles	▪ **Education First**: Academic integrity is supported through orientation, training modules, and curriculum design. ▪ **Preventative Design**: Assessments are designed to minimise the risk of misconduct and enable authentic demonstration of learning. ▪ **Supportive Systems**: Students and staff are supported with clear guidance, reporting pathways, and access to academic skills resources. ▪ **Fair Processes**: Allegations of misconduct are addressed through consistent, transparent procedures ensuring procedural fairness. ▪ **Continuous Improvement**: Data on breaches is analysed and reported to inform improvement and compliance with HESF and TEQSA

	expectations.
Responsibilities	**Director of Studies**: Oversees institutional integrity systems, including reporting, training, and review. **Heads of Faculty**: Support prevention and detection of academic misconduct in their disciplines. **Academic Mentors**: Guide students in ethical learning practices and refer concerns appropriately. **Student Experience Team**: Delivers induction and training modules and coordinates student support. **All Students and Staff**: Must act with honesty, responsibility, and fairness in academic work.

Definitions		
	Academic Integrity	The commitment to and demonstration of honest, ethical, and responsible scholarship. It involves using, generating, and communicating information in a truthful and fair manner, aligned with the Higher Education Standards Framework (Threshold Standards) 2021.
	Academic Misconduct	Any action or attempted action that may result in an unfair academic advantage or disadvantage for any member of the academic community. This includes, but is not limited to: plagiarism, collusion, contract cheating, falsification or fabrication of data, unauthorised use of generative artificial intelligence, and exam cheating.
	Artificial Intelligence (AI)	A system or tool that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. In academic contexts, this includes generative AI tools capable of producing text, code, images, or data (e.g., ChatGPT, Midjourney, GitHub Copilot).
	Benchmarking	A structured process of comparing institutional practices, performance, or outcomes against those of other providers or sector standards. Benchmarking informs continuous improvement and must be evidence-based. (Refer to LCIM's Benchmarking Policy.)
	Cheating	Any dishonest act intended to gain an unfair advantage in an academic setting. Examples include copying during exams, using unauthorised materials, impersonation, or submitting others' work as one's own.
	Collusion	Unauthorised collaboration with another person or group in preparing assessable work. Collusion is distinct from group work that has been formally approved.
	Contract Cheating	The outsourcing of assessment tasks to a third party, whether paid or unpaid, and submitting the work as one's own. This includes using commercial essay mills or ghostwriters.
	Equitable Learning Plan (ELP)	A formal plan developed by the Student Experience Team for eligible students with documented disabilities or long-term

		conditions. It outlines reasonable academic adjustments to support learning access and success.
	Fair Dealing	A legal principle allowing the use of copyrighted material without permission for specific purposes such as research or study, criticism or review, and reporting news, under conditions prescribed by the Copyright Act 1968 (Cth).
	Impersonation	Assuming the identity of another person to complete or sit an assessment on their behalf, or allowing another person to do so.
	Plagiarism	The use of another person's ideas, words, images, or work without appropriate acknowledgment. It includes direct copying, paraphrasing without citation, or submitting someone else's work in whole or part.
	Procedural Fairness	The principle that decision-making processes affecting an individual must be impartial, consistent, and transparent. This includes the right to be heard, to respond to allegations, and to receive a reasoned decision.
	Research Misconduct	A breach of research integrity involving fabrication, falsification, or misrepresentation of data, authorship impropriety, or failure to adhere to ethical standards in research involving human or animal subjects.
	Unauthorised Use of AI	Using generative AI or algorithmic tools in the completion of assessment tasks without explicit permission or contrary to the assessment's conditions. This is considered a form of academic misconduct if it substitutes the student's own work.
Relevant Legislation and Guidelines	- Higher Education Standards Framework (Threshold Standards) 2021 2021 Higher Education Support Act (2003) - Australian Qualifications Framework (AQF) - TEQSA academic integrity guidelines - TEQSA Artificial Intelligence - Education Services for Overseas Students Act 2000 (ESOS) - Commonwealth Register of International Courses for Overseas Students (CRICOS) - Copyright Amendment (Digital Agenda) Act 2000 - Copyright Act 1968 (amended Sept 2021) - Telecommunications Act 1997 (amended 2021) - Crimes Act 1914 (amended Jan 2022) - Broadcasting Services Act 1992 (amended Feb 2022) - Privacy Act 1988 - Privacy and Data Protection Act 2014 (Victoria) - Fair dealing Guidelines – Australian Copyright Council	
Key Related Documents	A003 Academic Integrity Procedure G018 Access and Equity Policy G018 Access and Equity Procedure	

	A001 Academic Grievances, Complaints and Appeals Policy A001 Academic Grievances, Complaints Procedure G014 Privacy and Intellectual Property Policy G014 Privacy and Intellectual Property Procedure A019 Acceptable Use of Artificial Intelligence Policy National Statement on Ethical Conduct in Human Research (2023) Assessment Reform for the Age of Artificial Intelligence (TEQSA, 2023)		
Date Approved	6 May 2024		
Date of Commencement	6 May 2024		
Date for Review	M2 2025		
Documents superseded by this Procedure	Academic Honesty and Integrity Policy 2019		
Amendment History	Updates to Policy and Procedure in line with HESF updates 2021 Updates to Policy and Procedure compliance and AI		
Signed and dated for LCIM	Professor Andrew Flitman	MTG2 2024 AB minutes	6 May 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy/Procedure Category	Academic			
Responsible Officer	Director of Studies			
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students			
Review Date	M 2025			
Approved by Board of Directors				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	New Policy and Procedure	Q4 2019	30th October 2019
2.0	Executive Manager	Updates to Policy and Procedure in line with HESF updates 2021	13th April 2022	13th April 2022
3.0	Dean	Updates to Policy compliance and AI	6 May 2024	6 May 2024
4.0	Campus Director	Updated	27 August 2025	27 August 2025