



ACADEMIC INTEGRITY POLICY

OVERVIEW

NVR Education Australia must ensure that the evidence presented for assessment is the learner's own work. Any student presenting evidence that is not authentic or belonging to the student being assessed may result in an incorrect judgement of the student's competency being made.

Students found to be copying, plagiarising, cheating or inappropriate use of generative AI will face disciplinary action.

COMPLIANCE

This process is required to ensure compliance Standard 1.4 of the Outcome Standards for RTOs 2025.

POLICY

PURPOSE

The policy aims to maintain high academic standards, promote honesty, and prevent academic misconduct within the College. We strive to create an environment where learners are encouraged to demonstrate their own skills and knowledge, uphold the principles of fairness, and maintain the integrity of qualifications awarded by the College.

We strictly adheres to the following principles of Academic Integrity:

Students are expected to submit original work, accurately represent their ideas, and acknowledge all sources used in their assessments or research to uphold **academic integrity and honesty**.

To promote a **fair and respectful learning environment**, we are committed to create a safe, inclusive, and supportive learning environment where all individuals are valued equally. Everyone at NVR is entitled to be treated with fairness, dignity, and respect.

All individuals must **respect intellectual property rights**. Unauthorised use of someone's work such as text, images, designs, or content generated by others or through AI tools is not permitted and considered misconduct.

Trainers and staff will provide clear guidance by **communicating effectively and transparently** what is expected in academic tasks, including the appropriate use of external resources, reference materials, and technology such as AI tools.

DEFINITIONS

Students must not copy or "steal" another person's ideas and/or work and passing it off as your own.

This includes:

- Copying someone else's work
- Copying someone's work and changing a few of the words
- Paying someone to do your work
- Using an idea from a text without proper referencing
- Using AI tools to generate answers for assessments

Doing an assessment **together** with your friends and handing in identical assessments is **Copying**.

Handing in someone else's work as your own individual work is **Plagiarism**.



ACADEMIC INTEGRITY POLICY

Paying for an assessment is **cheating**.

Using AI-generated content without appropriate attribution or presenting such work as your own, constitutes academic dishonesty.

USE OF ARTIFICIAL INTELLIGENCE (AI) IN ASSESSMENT

We recognise that AI may be used by students at many different stages in their learning process, including preparing for assessments.

Students may use AI tools:

- To generate ideas or brainstorm topics
- For grammar and spell checking
- To summarise or explain complex concepts for self-paced learning and understanding
- For feedback on drafts e.g., rephrasing or writing support

Students must not:

- Submit work that has been heavily influenced by AI's interpretation of concepts rather than reflecting your own understanding, thoughts, and analysis
- Use AI to complete assessments unless permitted by the trainer
- Misrepresent AI-generated content as original work

IDENTIFICATION OF COPIED OR PLAGIARISED WORK

Trainer must be mindful of copied or plagiarised work:

- There will be similarities in responses and some answers may even be the same based on the task being answered
- Students may refer other items of work for confirmation, but assessment tasks must be written separately and in their own words
- Students may refer to external information within their assessment but must reference the source within their Assessment

NVR Education Australia provides Trainer and Assessors with access to Grammarly's Plagiarism tool to check student's work for copying.

Where a trainer has identified copied or plagiarised work, or otherwise believes the student to be cheating, the trainers should approach this topic with students privately and clarify requirements with students. Any students suspected of unethical behaviour should also be reported to the Academic Coordinator and/or RTO Manager for disciplinary procedures which may require the student to attend discipline meetings, submit their assessment again, and pay the re-assessment fee.

Any difficult students should be directed to speak with the Academic Coordinator or Management.

NVR RESONSIBILITIES

- NVR Education Australia's Trainers and Assessors are responsible for identifying and reporting student's found to be copying or plagiarising work, or 'cheating'.
- The Academic Coordinator and RTO Manager are responsible for reviewing the matter and making decisions regarding disciplinary action imposed on the student/s.



ACADEMIC INTEGRITY POLICY

STUDENT RESPONSIBILITIES

- Students are expected to submit their original work for all assessments and must avoid plagiarism, cheating and dishonest behaviour. This includes:
 - Copying someone else's work
 - Copying someone's work and changing a few of the words
 - Paying someone to do your work
 - Using an idea from a text without proper referencing
- All students must:
 - Complete their own work for each assessment, unless it's a group task approved by the trainer
 - Clearly acknowledge any sources used, this includes AI tools, websites, books, or input from others
 - Avoid dishonest practices such as plagiarism, copying, working with others without permission (collusion), making up data, or getting someone else to do your work (contract cheating)
 - Use AI tools responsibly and only in ways that follow the rules set out in this policy

DISCIPLINARY ACTION

Any students who have been found to be copying or plagiarising other's work will be deemed 'Not Yet Competent' in the unit.

Students will need to reassess the unit and complete additional work. Students will also be charged the maximum reassessment fee of \$250 per unit.

Continued misbehaviour will result in an official warning notice being issued based on student behaviour which may lead to the student's suspension or reporting to Immigration.

ASSOCIATED DOCUMENTS AND FORMS

- *International Student Handbook*
- *Trainers Information Guide*
- *Training and Assessment Quality Assurance*

DOCUMENT CHANGES AND MODIFICATIONS

Date	Summary of changes	Approved by
20/08/2020	Updated to NVR formatting	Samantha
25/05/2021	Updated to include use of Grammarly Plagiarism checking tool	Samantha
24/06/2025	Document renamed to Academic Integrity Policy and updated to incorporate AI usage	Samantha