

# Academic and General Misconduct Policy and Procedure



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<b>Document Number</b>	Academic & General Misconduct Policy & Procedure
<b>Date</b>	21/03/2026
<b>Owner</b>	General Manager & Academic Manager
<b>Review Cycle</b>	Annual
<b>Applicable To</b>	All staff, students, agents, and contractors

## 1. Scope

This policy applies to all Shafston International College students enrolled in any Shafston course or packaged courses across all campuses. It also applies to staff who have evidence that a student may have engaged in academic or non-academic misconduct.

## 2. Principles

Shafston values academic honesty and integrity and expects ethical behaviour in all aspects of its academic endeavours. Shafston will:

- Educate students about expectations for academic writing and the appropriate use and acknowledgement of intellectual material;
- Examine and deal with incidents of misconduct in a consistent manner, affording natural justice and procedural fairness;
- Apply penalties that are appropriate, fair, and just;
- Take steps to ensure the integrity of assessment processes, including in-class tasks and oral assessments to verify written work.

## 3. Definitions

### 3.1 Cheating

Cheating means fraud, dishonesty, or trickery of any kind in relation to an academic assessment. Examples include:

- Copying from other students during assessment or examinations;
- Communicating with others during an examination;
- Using unauthorised materials or electronic devices in an examination;
- Purchasing material and submitting it as one's own work (contract cheating);
- Completing another person's assessment or having another person complete your assessment;
- Taking an examination for another person, or having another person take an examination for you.

### 3.2 AI and Technology-Assisted Cheating

#### ⚠ AI and Digital Tools — Important Notice

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- The use of artificial intelligence (AI) tools, including ChatGPT, Google Gemini, Microsoft Copilot, and similar generative AI platforms, to produce or substantially assist in producing assessable work and submitting it as your own work without authorisation is academic misconduct.
- This includes: generating written responses, translating work from another language using AI, using AI to paraphrase or rewrite another source, and using AI tools in examinations or closed-book assessments unless explicitly authorised.
- Authorised use of AI tools will be clearly stated by the trainer/assessor in the assessment instructions. When in doubt, ask your trainer before submitting.

Specifically prohibited AI-related conduct includes:

- Using AI tools to generate assessment responses or substantial portions thereof without authorisation;
- Using AI to translate content into English and submitting it as original work;
- Failing to declare the use of AI tools where disclosure is required by the assessment instructions;
- Using AI to bypass plagiarism detection by paraphrasing or rewriting copied content;
- Sharing assessment questions or materials with AI platforms where this may compromise assessment integrity.

Shafston acknowledges that digital literacy and appropriate use of AI tools are important graduate skills. Authorised use of AI tools in designated assessments will be explicitly permitted and instructed by trainers.

### 3.3 Plagiarism

Plagiarism means the presentation of the work, ideas, or data of others as one's own, without appropriate acknowledgement. Examples include:

- Using or attempting to use the work, words, or ideas of others without attribution;
- Copying tables, graphs, images, or data without acknowledgement;
- Self-plagiarism: reusing significant portions of one's own previously submitted work.

### 3.4 Collusion

Collusion occurs when a student works with others, contrary to Shafston's instructions, to gain an unfair advantage. This includes joint effort in individual assessments, copying another person's work, and making assessment answers available to other students.

Making assessment answers or material available to other students for viewing or copying, either knowingly or unknowingly — it is the responsibility of students to ensure their assessment material is secure and not easily accessible to other students.

### 3.5 Contract Cheating

Contract cheating occurs when a student engages another party to complete work and submits it as their own. It is illegal in Australia to provide or advertise academic cheating services. Contract cheating is considered a serious breach of academic integrity.

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## 3.6 General Misconduct

Misconduct means any behaviour or action deemed inappropriate that disrupts the learning of others, interferes with college operations, or endangers the health and safety of students or staff.

## 4. Examples of Misconduct

### 4.1 Minor Misconduct

Minor misconduct includes conduct where the extent or impact of the breach is not substantial, such as:

- Use of inappropriate or offensive language;
- Failure to comply with directions from Shafston staff;
- Inappropriate use of personal electronic devices;
- Clothing containing offensive language or imagery;
- Smoking on Shafston premises (including e-cigarettes and vaporisers);
- Minor breach of assessment rules without intent to deceive.

### 4.2 Major Misconduct

Major misconduct includes conduct where the extent or impact of the breach is substantial:

Behavioural Major Misconduct:

- Harassment or discrimination based on gender, race, age, sexual orientation, religion, disability, or any protected attribute;
- Abusive or aggressive behaviour causing offence, fear, or harm;
- Cyberbullying — use of technology to threaten, harass, or humiliate another person;
- Physical violence;
- Being under the influence of prohibited drugs or alcohol on campus;
- Wilful damage to Shafston property or the property of others;
- Making false representations concerning identity or student status.

Possessing dangerous articles or banned substances;

Wilfully obstructing or disrupting any official meeting, ceremony, activity, class, or examination;

Trespassing or knowingly entering any Shafston premises that is out of bounds to students;

Refusing to obey health and safety and emergency procedures;

Repeated instances of minor behavioural misconduct.

Academic Major Misconduct:

- Directly copying another person's work without proper acknowledgement;
- Submitting AI-generated content as original work without authorisation (see Section 3.2);
- Using notes or other resources without permission during formal assessment;
- Obtaining and using assessment answers or solutions from a teacher without permission;
- Misrepresenting, falsifying, or fabricating data, results, or information in assessments;
- Providing fraudulent documentation to gain academic credit;
- Contract cheating (see Section 3.5);
- Contributing Shafston learning materials to third-party platforms (e.g., Course Hero) accessible by the public.

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Having several people write one assessment response and submitting multiple copies as individual work;  
Failing to comply with instructions relating to the conduct of assessments or examinations;  
Failing to participate in structured training, assessment, or other course-related activities;  
Failing to attend formal meetings scheduled to discuss academic progression;  
Failing to adhere to learning intervention strategies developed to support academic progression;  
Not working towards achieving the qualification or statement of attainment stated in the training contract or CoE;  
Repeated instances of minor academic misconduct.

Using or supplying prohibited substances.

Unreasonably prejudicing or undermining the reputation, academic standing, or integrity of Shafston, its representatives, or courses;

Harassing or intimidating another person because of race, national origin, sex, sexual orientation, disability, age, religion, or any other protected attribute;

Interfering with the freedom of others to pursue their studies or for staff to carry out their duties;

Misusing, stealing, destroying, or damaging property of Shafston or another person;

Altering or defacing any document or record belonging to Shafston;

Placing others or themselves at risk in regard to health and safety;

Behaving inappropriately in an activity under the administration or supervision of Shafston;

Submitting fraudulent documents to gain admission to a Shafston qualification;

Non-academic misconduct is any action by a student relating to people or property, which is contrary to the generally accepted standards expected at Shafston. These acts include those occurring on campus, at off-campus activities, or while the student is with a host employer as part of a work placement or internship arrangement. Non-academic misconduct may include but is not limited to:

## 4.3 Non-Academic Misconduct

## 5. Student Expectations

Students are expected to:

- Act with integrity and honesty at all times;
- Observe standards of respect, equity, anti-discrimination, and cultural sensitivity;
- Use Shafston's learning resources only for the purposes for which they are provided;
- Use digital tools and AI in an ethical and authorised manner;
- Refrain from behaviour that diminishes Shafston's reputation;
- Respect Shafston's name both on- and off-campus and in all digital environments.

## 6. Procedure

### 6.1 Step 1 — Detection and Reporting

Where a staff member reasonably believes a student has committed an act of misconduct, they must submit a written report to the Academic Manager within five (5) working days. The report must include:

- Details and position of the person submitting the report;
- Date and nature of the alleged misconduct;
- Any other relevant information including parties involved and action already taken.

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The offence will be recorded in the Academic Misconduct Register and referred to the Student Support Officer (SSO) and Academic Manager to initiate investigation.

## 6.2 Step 2 — Investigation

All alleged breaches will be investigated by the Academic Manager according to the principles of Procedural Fairness. The investigation will normally be completed within ten (10) working days and will include:

- Notification to the student of the allegations against them with an opportunity to respond;
- An interview with the student if required (if the student is Under 18, a parent/legal guardian must be present; if over 18, the student may be supported by another person);
- Assessment of any AI-generated content indicators if AI misuse is suspected.

## 6.3 Step 3 — Decision and Penalties

After considering all evidence, the Academic Manager determines whether a breach is substantiated and its severity.

Minor misconduct penalties may include:

- A warning or formal reprimand;
- Requirement to attend academic support classes;
- Resubmission of the assessment, possibly with a capped maximum mark;
- A reduced mark including a mark of zero.

Major misconduct penalties may include:

- Fail grade for the unit;
- Notation of disciplinary action on the student's academic file;
- Suspension or cancellation of enrolment;
- Multiple penalties as deemed appropriate.

The Academic Manager must record all findings and penalties imposed in the student's disciplinary record.

## 7. Appeals Process

If dissatisfied with the outcome, students have the right to appeal. Appeals must be lodged in writing to the Academic Manager within twenty (20) working days of being notified of the outcome.

- Shafston will acknowledge the appeal within five (5) working days;
- A written response will be provided within ten (10) working days;
- If still dissatisfied, students may access the Formal Internal Appeal and then an External Appeal process.

Full details of the External Appeals process are set out in the Complaints and Appeals Policy and Procedure (OPOL009).

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## 8. Relevant Legislation

- Education Services for Overseas Students Act 2000 (ESOS Act);
- National Code of Practice for Providers of Education and Training to Overseas Students 2018;
- Standards for RTOs 2025;
- Copyright Act 1968 (Cth);
- Applicable anti-discrimination legislation.

## Document Control

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Standards Reference	Standards for RTOs 2025; National Code 2018; ESOS Act 2000
Supersedes	Shafston Academic and General Misconduct Policy (April 2022) v1.0

\*\*\*END OF POLICY\*\*\*

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