Academic Integrity and Misconduct Policy

Scope

This policy applies to Kaplan Business School, Kaplan Professional, Kaplan Higher Education Pty Ltd (trading as Kaplan Professional, Murdoch College, and Kaplan International College Adelaide) (Kaplan).

Specifically, this policy applies to both current and former students. It also applies to situations where a person has evidence that suggests a student may have engaged in Academic Misconduct or Non-academic Misconduct (collectively "**Misconduct**").

Purpose

The Academic Integrity and Misconduct Policy provides:

- information regarding academic integrity and expected student conduct aimed at preventing incidences of Academic Misconduct.
- principles that underpin the investigation of alleged Misconduct; and
- a fair, equitable and confidential framework for investigating and resolving alleged cases of student Misconduct.

Policy Statement

Kaplan has a strong commitment to ensuring and upholding the highest standards of academic excellence, ethical behaviour, and personal conduct. This policy encompasses academic integrity and non-academic misconduct both of which are integral to maintaining the academic quality and academic standing of Kaplan qualifications.

It has been developed in consideration of the Tertiary Education Quality and Standards Agency (TEQSA) guidelines on Academic Integrity, Assessment Integrity and Contract Cheating and the RTO Standards (2015).

Definitions

Academic Integrity	Academic integrity is 'a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action' *(International Centre for Academic Integrity, 2014)*.
Academic Misconduct	Academic Misconduct refers to any form of dishonesty by a student relevant to the student's learning experience at Kaplan which may result in the student gaining an unfair advantage over other students.
Artificial Intelligence	Artificial intelligence (AI) tools, including chatbots such as ChatGPT, are defined as computer programs that are designed to simulate human intelligence, including but not limited to natural language processing, decision making and the production of content.
Assessment	An assessment refers to any work submitted for appraisal, judgment or evaluation including an examination, assignment or another similar task.
Ghost-writer	A ghost-writer is a service provider engaged to write part or all of an assessment for which the student will be credited.

Legitimate Co-operation	Legitimate co-operation refers to authorised methods of cooperative work between students and may include: • discussion about a subject and/or its materials or an approach to an assessment task. • work produced with other students as part of a group exercise or assignment, with acknowledgement of the source and methods used. • work that incorporates or is based on templates or examples provided by Kaplan, with acknowledgement of the source and methods used.
Misconduct	Misconduct refers to either or both (as the context requires) Academic Misconduct or Non-academic Misconduct.
Non-academic Misconduct	Non-academic misconduct is any action or behaviour by a student towards people or property that compromises the well-being of the academic community.

Policy Principles

Students and staff of Kaplan must not engage in Academic Misconduct or Non-academic Misconduct.

Academic Misconduct

Academic Misconduct includes, but is not limited to:

- any form of dishonesty by a student.
- any attempt by a student to submit work for an assessment that is not their own (e.g. plagiarism, paraphrasing, non-referencing, ghost writing).
- the reuse of significant portions of one's own work, previously submitted for assessment without acknowledging that one is doing it (self-plagiarism or recycling).
- any form of collusion between students or other individuals other than Legitimate Cooperation.
- any act that may impair or hinder the learning or assessment performance of others.
- any action contrary to study and assessment instructions.
- assisting or attempting to assist any other student to act dishonestly in relation to an assessment or part of an assessment.

Non-academic Misconduct

Non-academic Misconduct includes, but is not limited to, a student:

- submitting fraudulent documents to gain admission to a Kaplan qualification or as evidence in support of an official request.
- behaving inappropriately in an activity under the administration or supervision of Kaplan, a work integrated learning partner or Kaplan's University partner.
- placing others or themselves at potential serious risk in relation to health and safety.
- altering or defacing any document or record belonging to Kaplan.
- misusing, stealing, destroying or damaging any property (including computer and communications facilities) of another, including Kaplan.
- wilfully disobeying or disregarding any order, direction, rule, penalty or condition made by Kaplan.
- interfering with the freedom of others to pursue their studies or for staff to carry out their work-related functions at Kaplan.
- harassing or intimidating another because of race, ethnic or national origin, sex, gender, marital status, sexual preference, disability, age, religious beliefs or political conviction or for any other reason.
- unreasonably prejudicing or undermining the reputation, academic standing, authority, integrity or credibility of Kaplan, its representatives or courses.

- being in possession of, using or supplying prohibited substances on Kaplan premises.

Terms relating to Academic Misconduct

Cheating

Cheating includes, but is not limited to:

- not following the lawful directions of an examination supervisor.
- communicating in an examination with another student.
- bringing into the examination any textbook, notebook, written material, digital or electronic device or any other item without approval or authorisation from Kaplan.
- leaving an examination without the express permission of the examination supervisor.
- consulting with another person or referencing materials outside of the examination once an examination has commenced.
- attempting to read another student's work during an examination.
- removing examination papers, answer sheets or written notes from the examination, or taking screenshot(s) of an online examination.
- making available to other students, details pertaining to the assessment questions presented in an examination, either verbally, in writing or by any other means.

Plagiarism

Plagiarism includes, but is not limited to:

- attempting to use the work, words or ideas of others without attribution of the author or citing the source of the information, e.g. attempting to pass off the work, words or ideas of others as the writer's own.
- reusing significant portions of one's own work, previously submitted for a different assessment. This is known as self-plagiarism.
- in the context of assessment presenting:
    - any phrase or extracts verbatim from any source (including oneself and Kaplan subject material) without appropriate use of quotation marks and reference to the author or citing the source of the information.
    - an assessment event as their own work when it has been produced, in whole or part, with other people, for example, with other students, practitioners, or work colleagues.
    - all or part of an assessment event that has previously been submitted by the student or another student (past or present) in their assessment.

Collusion

Collusion occurs when a student works with others, contrary to Kaplan's instructions, in an attempt to gain an unfair advantage in an assessment task. Collusion includes, but is not limited to:

- joint effort in an assessment (unless it is Legitimate Co-operation).
- copying of material prepared by another person for use in an assessment without acknowledgement.
- undue assistance from any other person in an assessment.
- utilisation of file-sharing platforms for the exchange or distribution of assessment-related information.
- 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.

Contract Cheating

Contract cheating, otherwise known as ghost writing, occurs when a student engages (or attempts to engage) the services of another individual to author an assignment on the student's behalf. This extends

to the unauthorised use of artificial intelligence software or any other text-generating instrument. A student can be guilty of contract cheating irrespective of whether payment is made, or the services are received. A student may be investigated for contract cheating where:

- the student posts an advertisement seeking a ghost-writer.
- a ghost writer forwards correspondence to Kaplan regarding a student's enquiry.
- a student submits work that is significantly different in style and calibre when contrasted with the student's prior work, in-class interactions and/or online exchanges.
- a student submits work that has been reproduced from a contract cheating website.
- a student engages the services of another individual to take their place in an exam, work placement or internship.

Guidelines for Alleged Cases of Misconduct

Stage 1: Alleged Misconduct reported

Where a staff member reasonably believes or suspects that a student has committed Misconduct, that person must submit a Report of Alleged Misconduct to the relevant Kaplan manager within five working days (or **immediately,** including verbally**,** if the conduct relates to health or wellbeing of the student or others) of the matter being detected.

The ***Report of Alleged Misconduct*** is to be submitted to the Student Management System (and in Kaplan's Health and Safety report platform, Donesafe, if the conduct relates to the health and wellbeing of the student or others). The report must contain specific and sufficient details of the alleged Misconduct. This includes the details and position of the person submitting the report, when the alleged Misconduct occurred, the nature of the alleged Misconduct and other information as deemed relevant such as other people involved and any action already taken. Confidentiality is to be maintained by all parties during this process.

Stage 2: Investigation

An investigation of the allegation will be conducted by Kaplan and the student will ordinarily be notified within 10 business days of the case against them with an opportunity to provide comment on the allegations and may involve an interview with the student or other relevant parties to discuss the allegations and the evidence presented.

Kaplan is not required to complete an investigation before deciding the outcome, even if this outcome is immediate expulsion, if the health and wellbeing of the student or others is likely to be at serious risk.

Should an interview take place with the student, the student is entitled to be supported by another person (other than a legal professional), but the student must advise Kaplan in writing of the name of the support person prior to the interview. Where the investigation relates to assessment results, the student's results will be withheld until all proceedings relevant to the allegation have been finalised.

Should the student not respond or not make themselves available for the interview within the aforementioned timeframe, Kaplan will proceed with the investigation.

No Misconduct identified

Where it is determined that there is no case of Misconduct the student will be notified in writing of the outcome of the investigation within five working days of the conclusion of the investigation, and where relevant assessment results will be released.

Misconduct identified

Where Misconduct is determined, the student will be notified in writing of the outcome of the investigation and any penalty that is to be imposed within five working days of the conclusion of the investigation. The student will also receive information about the ways in which this determination can be challenged and, if unsuccessful, how to subsequently commence the formal appeal process. (See the *Grievances, Complaints and Appeals policy* found on the relevant Kaplan website for further information).

Students have no right to challenge Kaplan's decision if Kaplan decides that the health and wellbeing of the student or others is likely to be at serious risk.

Note: Any international student who is suspended or excluded due to Misconduct will be reported to the Department of Home Affairs through the Department of Education reporting system as required by the National Code 2018 Standard 9.

Admission of Misconduct by a student

A student may formally admit to the alleged Misconduct at any time. Where this occurs, all further investigation, hearing or referral of the allegation ceases and a determination will be made as to an appropriate penalty.

Stage 3: Determination of Penalty

Penalties imposed are to be appropriate to the nature and gravity of the Misconduct established by the evidence. The decision on the penalty will take into account, but is not limited to:

- the type of Misconduct involved, whether academic or non-academic.
- the previous discipline record of the student concerned.
- whether the student admitted to the alleged Misconduct.
- whether the student assisted or hindered the investigation process.
- whether or not there were any extenuating circumstances or mitigating factors.
- the number of students affected by or involved in the Misconduct.
- the benefit derived from the Misconduct by the student.
- similar cases of student disciplinary action and their outcomes.

Penalties for proven Misconduct

One or more of the following penalties or conditions may be imposed on the student:

- a formal caution or reprimand, to be recorded on the student's record with Kaplan.
- a probationary period to be placed on the student and recorded on the student's record with Kaplan.
- suspension from a course of study for a period of time.
- expulsion from a course of study.
- a deduction of all or a specific number of marks for the assessment event/item (or part thereof).
- the imposition of a maximum allowable grade (i.e. 'Pass' grade) for the assessment item or overall mark.
- the exclusion of the student from Kaplan courses permanently or for a period of time as specified.
- to make good any damage caused by the student to the property, standing of the institution, or reputation of a staff member or another student.
- resubmission of the assessment item or participation in a resubmission event (e.g. viva voce).
- For higher education students, the annulment of all marks and the awarding of a 'Disciplinary fail' on the student's internal record, and as a 'Fail' grade on any public record relating to that assessment item or subject as relevant.
- For vocational education students, a result of 'Not Yet Competent due to Misconduct' is recorded on the student's record, and a 'Not Yet Competent' grade is reported on any public record relating to that assessment item or subject as relevant.
- In the event that the assessment results have been finalised and notified, Kaplan may reverse the assessment result (e.g. 'Competent' to 'Not Yet Competent or a Pass to Fail).
- If a student has already been awarded a Statement of Attainment, academic record or qualification, Kaplan will recognise that it was issued in error and request the documents to be returned.

- If a student is part of an employer enrolled cohort, the employer may be notified of any confirmed Misconduct and the outcome of any process related to that Misconduct.

The determination of the penalty will be communicated in writing to the student by the delegated staff member.

Stage 4: Appeals Process

Right to appeal

Generally, any student subject to a determination or penalty in relation to Academic or Non-academic Misconduct is entitled to appeal the decision. An exception to the right of appeal applies if Kaplan decides that the health and wellbeing of the student or others is likely to be at serious risk.

If a student wishes to appeal against a determination, they must lodge a written Notice of Appeal form. Please see the *Grievances*, *Complaints and Appeals Policy* for more information on the appeal process.

Documentation

The details relating to allegations of Misconduct will be documented in writing and recorded on a Misconduct Register in the relevant Kaplan school and in the student's individual file. All records of the alleged Misconduct will be retained for at least two (2) years from the time the student ceases to be enrolled with Kaplan. The retention time may be longer in the case of an appeal.

Kaplan Business School and Kaplan Higher Education provide a summary report on Misconduct quarterly to their respective Academic Board.

Relevant Legislation

As a registered higher education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below lists the most relevant legislation which applies to this policy:

- Education Services for Overseas Students Act 2000 (ESOS Act)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- Outcome Standards for Registered Training Organisations 2025 Standard 1.4 b (iii)

Related Policies

Other relevant policies to be used together with this policy:

- Assessment Policy
- Grievance, Complaints and Appeals Policy
- KBS and KHE Graduate Attributes
- Student Record Management Policy

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic
Responsible Officer	Vice President, Academic
Implementation Officer (as applicable)	Academic Dean, Academic Directors, Academic Manager, Head of Academic Operations and Compliance, Head of Academic Programs, Head of Student Experience
Review Date	March 2027
Approved by	
Vice President, Academic under a standing delegation from the KBS and KHE Academic Boards	

Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality, Regulations and Standards Team	Consolidation of all existing school policies into Kaplan policy.	22.03.2023	30.03.2023
1.1	Quality, Regulations and Standards Team	Policy re-named to Academic Integrity and Misconduct Policy Updated to allow students to appeal a finding of academic and/or non-academic misconduct, except if Kaplan decides that the health and wellbeing of the student or others is likely to be at serious risk (see National Code 9.6).	21.03.2024	21.03.2024
1.2	Quality, Regulations and Standards team	Immaterial change to include the Standards for RTOs 2025	13.06.2025	1.07.2025
1.3	Quality, Regulations and Standards team	Scope updated to remove University of Adelaide College and University of Newcastle College of International Education and to add Kaplan International College Adelaide Minor editing and formatting changes	11.06.2026	02.07.2026