

Kaplan Integrity and Misconduct Policy

Scope

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

Specifically, this policy applies to both current and former students where there is evidence to suggest that they may have engaged in academic misconduct or non-academic misconduct (collectively "misconduct"). References to a student in this policy include a former student where the context requires.

Purpose

The Integrity and Misconduct Policy provides:

- information regarding academic integrity and expected student conduct aimed at protecting the integrity of assessment and competency outcomes, and preventing incidents of academic misconduct;
- principles that underpin the investigation of alleged misconduct; and
- a fair, equitable and transparent framework for investigating and resolving alleged cases of misconduct.

Policy Statement

Kaplan is committed to upholding the highest standards of academic integrity, ethical behaviour, and personal conduct. This policy encompasses academic and non-academic misconduct, both of which are integral to maintaining the academic quality and academic standing of Kaplan qualifications.

This policy has been developed in consideration of TEQSA and ASQA guidance on academic and assessment integrity, including assurance of student learning and the prevention of contract cheating, together with the Higher Education Standards Framework (Threshold Standards) 2021, the National Code 2018, and applicable vocational education and training standards.

Definitions

Terms	Definitions
Academic integrity	means a commitment to honest, fair, ethical, and responsible conduct in all academic activities including learning, teaching, assessment, and research. It requires students to produce and present work that genuinely represents their own knowledge, skills, and achievement, appropriately acknowledge the work and ideas of others, and demonstrate that assessment evidence accurately reflects competency where required.
Academic misconduct	means conduct by a student in connection with learning, teaching, assessment or academic activity that breaches minimum standards of academic integrity, compromises assessment integrity, misrepresents authorship or achievement, or may give the student or another student an unfair academic advantage.
Artificial intelligence	means software, systems or tools that use artificial intelligence or automated technologies to generate, modify, analyse, translate, summarise, transcribe, classify, predict, recommend, solve, code, create or otherwise process content, data, information or communications. This includes Generative AI (Gen AI) tools, chatbots, translation tools, paraphrasing tools, coding assistants, transcription tools, AI notetakers, meeting assistants, bots, agents, and automated summarisation tools.
Assessment	means any task, activity or work undertaken by a student for appraisal, judgement or evaluation of their knowledge, skills, competency, or achievement, including an examination, quiz, assignment, presentation, practical demonstration, or other assessment activity.
Assessment security	means measures incorporated into assessment design and delivery to support assessment integrity and provide confidence that assessment evidence demonstrates a student's own knowledge, skills and achievement. Assessment security measures should be proportionate to the assessment purpose and level of risk.
Authorised Gen AI use	means use of Gen AI that is expressly authorised by Kaplan, including in assessment instructions, subject outlines, examination conditions, authorised learning activities, reasonable adjustments, or other written authorisation from Kaplan.
Generative AI (Gen AI)	means artificial intelligence technologies that generate or modify content in response to user inputs or other data. Such content may include text, images, audio, video, code, calculations, analysis, summaries, or other outputs.
Ghost-writer	means a person or service provider engaged to write, produce or complete part or all of an assessment or required academic activity for which the student will be credited.
Legitimate cooperation	means authorised methods of cooperative work between students and may include: <ul style="list-style-type: none"> • 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; and • work that incorporates or is based on templates or examples provided by Kaplan, with acknowledgement of the source and methods used.
Misconduct	means either or both (as the context requires) academic misconduct or non-academic misconduct.
Non-academic misconduct	means any action or behaviour by a student that breaches Kaplan's rules, standards, directions or requirements or that unreasonably risks the safety, rights, property, wellbeing, operations, or reputation of Kaplan or its community
Unauthorised Gen AI use	means use of Gen AI that is not authorised by Kaplan, is contrary to assessment or study instructions, misrepresents the student's own work or achievement, compromises assessment integrity, or may give the student or another student an unfair advantage.

Policy Principles

Students must not engage in misconduct. Kaplan expects all students to uphold standards of academic integrity and comply with the standards of conduct set out in this policy.

Academic Misconduct

Academic misconduct includes, but is not limited to, the following conduct by a student:

- submitting or attempting to submit work for an assessment that is not the student's own, including plagiarism, inappropriate paraphrasing or translation, inadequate acknowledgement, or contract cheating;
- submitting altered, falsified or fabricated evidence as genuine or authentic, including workplace records, declarations, validation reports, recordings, or other evidence used to demonstrate achievement of assessment requirements;
- 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 pressuring another student to provide unauthorised assistance; or
- unauthorised AI use in connection with an assessment or other academic activity.

Non-academic Misconduct

Non-academic Misconduct includes, but is not limited to, the following conduct by a student:

- providing false, misleading, altered or fraudulent information or documentation, or failing to disclose material information when required, in connection with admission, enrolment or an official request by Kaplan;
- behaving inappropriately in an activity under the administration or supervision of Kaplan, a work integrated learning partner. Kaplan's University partner or any other internal or external stakeholder;
- 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 person, 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;
- engaging in harassment, bullying, intimidation, discrimination, racism, racial vilification or victimisation against another person or group, including on the basis of race, ethnic or national origin, sex, gender, sexual orientation, marital status, disability, age, religious belief, political conviction, or another personal characteristic;
- 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;
- recording, transcribing, livestreaming, capturing, summarising, uploading, sharing, or distributing any class, workshop, consultation, meeting or other Kaplan activity without authorisation;
- using an AI-enabled or other digital tool to attend, monitor, record, transcribe, capture, or otherwise process a Kaplan class, workshop, consultation, meeting or other activity without authorisation;
- uploading, disclosing or processing Kaplan materials, class content, student information, staff information, personal information, or confidential information through an unauthorised external system or AI-enabled tool; or
- failing to comply with a reasonable Kaplan direction to disable, remove or stop using an unauthorised recording, transcription, AI-enabled capture, or other digital tool.

The provisions relating to recording, transcription, capture technologies and AI-enabled tools do not apply where their use has been authorised by Kaplan, including as part of a reasonable adjustment, accessibility support arrangement or other authorised use.

Institutional commitment and support

Kaplan supports academic integrity through a shared commitment between students and the institution. In addition to expecting students to uphold academic integrity, Kaplan will:

- provide students with clear information, education and guidance about academic integrity and expected standards of conduct;
- clearly communicate assessment requirements, including the conditions under which GenAI, other technologies, collaboration and external assistance may or may not be used; and
- support students to develop the knowledge and capabilities required to use GenAI and other technologies responsibly, ethically and in accordance with applicable requirements.

Terms Relating to Academic Misconduct

The following sections describe common categories of academic misconduct and provide examples of conduct that may fall within each category. Conduct may fall within more than one category and will be classified having regard to the circumstances and available evidence.

Cheating

Cheating occurs when a student uses prohibited or unauthorised assistance, materials, information, resources, or methods in a way that compromises, or may compromise, the integrity of an assessment.

Cheating includes, but is not limited to:

- communicating or consulting with another person for assistance in completing an assessment;
- accessing or using prohibited materials, information, digital or electronic devices, communication tools, or other resources;
- leaving a supervised examination or assessment activity without the express permission of the supervisor;
- viewing, accessing or copying another student's work;
- removing, copying, recording, capturing or taking screenshots of assessment questions, answers or other restricted assessment materials;
- making assessment questions, answers or other restricted assessment materials available to another person either verbally, in writing, or by any other means; or
- using or attempting to use another person or technology to impersonate the student, participate in an assessment on the student's behalf, or circumvent assessment security or authorship verification.

These activities do not constitute cheating where they are expressly authorised as part of the assessment or by Kaplan.

Plagiarism

Plagiarism occurs when a student presents the work, words, or ideas of another person as their own without appropriate acknowledgement.

Plagiarism includes, but is not limited to:

- using the work, words, or ideas of another person as the student's own;
- reusing significant portions of one's own work previously submitted for a different assessment (self-plagiarism or recycling);
- reproducing phrases or extracts from a source without appropriate citation or referencing;
- presenting an assessment as the student's own work when it has been produced, in whole or part, by another person or persons; or
- submitting all or part of an assessment previously submitted by another student.

Collusion

Collusion occurs when a student works with another person or persons, contrary to Kaplan's instructions, in a way that provides or may provide an unfair advantage in an assessment.

Collusion includes, but is not limited to:

- working jointly with another person on an assessment unless this is legitimate cooperation;
- copying material prepared by another person for use in an assessment;
- giving or receiving assistance beyond what is authorised for the assessment;
- using file-sharing platforms to exchange or distribute assessment-related information; or
- making assessment answers or material available to another student for viewing, copying or use.

Contract Cheating

Contract cheating, including ghost writing, occurs when a student engages, arranges, commissions, uses, or attempts to use another person or service to complete all or part of an assessment or other required academic activity on the student's behalf.

Contract cheating may occur whether or not payment or another benefit is provided, and whether or not the student receives, uses or submits the completed work.

A student may be investigated for contract cheating where:

- the student seeks a ghost-writer, third-party service or other person to complete all or part of an assessment or academic activity;
- a ghost writer, third-party service provider or other person corresponds with Kaplan regarding a student's assessment or related enquiry;
- a student submits work that is significantly different in style, calibre, structure, reasoning, or demonstrated knowledge when contrasted with the student's prior work, in-class interactions, or online exchanges;
- a student submits work reproduced or obtained from a contract cheating website, essay mill, tutoring service, file-sharing platform, or other unauthorised service;
- a student uses or attempts to use another person to take their place in an examination, assessment, work placement, internship, viva, presentation or other required academic activity; or
- a student is unable to reasonably explain or verify the authorship, development or content of submitted work when requested by Kaplan as part of an investigation.

Misuse of Generative AI

Misuse of Generative AI (Gen AI) occurs when a student uses Gen AI without authorisation or outside the conditions of its authorised use in an assessment or other academic activity.

Misuse of Gen AI includes, but is not limited to:

- generating, substantially producing, modifying, or completing assessment work beyond the conditions of authorised Gen AI use;
- submitting Gen AI-generated or Gen AI-assisted work without meeting required declaration, acknowledgement, or referencing requirements;
- fabricating, altering or misrepresenting sources, citations, data, research findings, calculations, reflections, placement records, or other assessment evidence;
- circumventing assessment security, authorship verification or other measures used to verify a student's knowledge, skills, competency or achievement;
- uploading assessment questions, answers, marking guides, case studies, assessment instructions, another student's work or other restricted assessment material to a Gen AI tool; or
- otherwise using Gen AI in a way that misrepresents the student's own authorship, knowledge, skills, competency, or achievement.

Guidelines for Alleged Cases of Misconduct

Stage 1: Alleged Misconduct Reported

Where a staff member reasonably believes or suspects that a student has engaged in misconduct, the matter must be reported through the applicable Kaplan reporting process as soon as reasonably practicable. Matters involving an immediate or serious risk to the health, safety, or wellbeing of the student or others must be reported immediately.

The report must contain sufficient information to describe the alleged misconduct and support further consideration of the matter, including available relevant evidence and any action already taken.

Where the matter relates to the health, safety, or wellbeing of the student or others, it must also be reported through Donesafe.

The matter must be managed confidentially and in accordance with applicable privacy and recordkeeping requirements.

Stage 2: Investigation

Kaplan will investigate the allegation and inform the student of the substance of the allegation. The student will be provided with a reasonable opportunity to respond to the allegation and provide relevant evidence.

Kaplan will notify the student as soon as reasonably practicable, ordinarily within 10 working days of commencing the investigation.

The investigation may include an interview with the student or other relevant parties, a written response from the student, requests for further information, or other enquiries considered appropriate having regard to the nature and circumstances of the allegation.

Kaplan may consider any relevant evidence, including assessment instructions, student declarations, submitted work, version or drafting history, metadata, system records, student explanations, comparison with prior work, staff observations, similarity reports, and Gen AI detection indicators.

Gen AI detection scores, similarity results and other automated detection outcomes must be reviewed by an appropriately authorised staff member and considered with other relevant evidence. An allegation of misconduct will not be determined solely on the basis of a Gen AI detection score, similarity result or automated detection outcome.

Kaplan may require a student to participate in reasonable authorship, learning or conduct verification activities, including an interview, viva voce discussion, practical demonstration, explanation of submitted work, or other appropriate verification activity.

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.

A determination that misconduct has occurred will be made on the balance of probabilities, having regard to the nature and seriousness of the allegation and the quality, reliability and weight of the available evidence.

Where an interview takes place, the student may be supported by another person (other than a legal professional). The student must advise Kaplan in writing of the name of the support person before the interview. The support person's involvement is limited to their provision of emotional or practical support. They must not answer questions or otherwise act as the student's representative unless authorised by Kaplan.

Where the investigation relates to assessment results, the student's results will be withheld until all proceedings relevant to the allegation have been finalised.

If the student does not respond within the timeframe specified by Kaplan, the investigation will proceed based on the available information.

No Misconduct Determined

Where it is determined that there is no case of misconduct, Kaplan will notify the student of the outcome in writing as soon as reasonably practicable and generally within five (5) working days of the conclusion of the investigation. Where relevant, assessment results will be released.

Where appropriate, Kaplan may provide guidance to the student about academic integrity, responsible technology use or relevant policy requirements, even where no misconduct is identified.

Misconduct Determined

Where misconduct is determined, Kaplan will notify the student of the determination in writing as soon as reasonably practicable and generally within five (5) working days. Any applicable outcome or conditions will be determined in accordance with Stage 3.

The student will also be provided with information about the complaints and appeals process available under the *Grievances, Complaints and Appeals Policy*.

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: Where misconduct results in the suspension or cancellation of an international student visa holder's enrolment, Kaplan will report the change through the Provider Registration and International Student Management System (PRISMS) in accordance with the ESOS Act and the National Code 2018.

Admission of Misconduct by a Student

A student may formally admit to the alleged misconduct at any time. Where this occurs, further investigation, hearing or referral of the allegation may cease, unless Kaplan considers further enquiries are required to determine the extent, impact or seriousness of the misconduct, or to determine an appropriate outcome.

Stage 3: Determination of Outcome

Where misconduct is determined, any outcome or condition applied must be appropriate and proportionate to the nature, intent, extent, and impact of the misconduct.

In determining the appropriate outcome, Kaplan may consider:

- the type, nature, extent, and impact of the misconduct;
- the student's previous misconduct record;
- whether the student admitted to the misconduct;
- whether the student assisted or hindered the investigation;
- any mitigating or extenuating circumstances;
- the number of students or other people affected or involved;
- any benefit or advantage obtained by the student;
- whether relevant assessment, study or other instructions were clear and available to the student; and
- outcomes applied in comparable misconduct cases.

Misconduct Outcomes

One or more of the following outcomes or conditions may be applied:

- a formal caution or warning, recorded on the student's record;
- a probationary period, recorded on the student's record;
- resubmission of the assessment or participation in another assessment activity, such as a viva voce;
- a deduction of all or a specific number of marks for an assessment or part of an assessment;
- the imposition of a maximum allowable grade for an assessment or overall result;
- reversal of an assessment result that has already been finalised and notified;
- suspension from a course of study for a specified period;
- expulsion from a course of study;
- exclusion from Kaplan courses permanently or for a specified period;
- a requirement to make good any damage caused to property or other loss, or to mitigate the effects arising from the misconduct;
- for higher education students, annulment of all marks and the awarding of a 'Disciplinary Fail' on the student's internal record, and a 'Fail' grade on any relevant public record;
- for vocational education students, a result of 'Not Yet Demonstrated due to Misconduct' may be recorded internally for an affected assessment, and a final result of 'Not Yet Competent due to Misconduct' may be recorded for the relevant unit where competency has not been demonstrated;

- where a Statement of Attainment, academic record or qualification has already been issued, action in accordance with the Review of Assessment Outcomes and Issued Credentials provisions of this policy; or
- where a student is part of an employer-enrolled cohort, notification to the employer of confirmed misconduct and the outcome, where appropriate and authorised.

Kaplan may also require a student to complete an academic integrity, responsible Gen AI use or other relevant education or training activity as a condition of an outcome.

The outcome and any conditions applied will be communicated in writing.

Review of Assessment Outcomes and Issued Credentials

Where misconduct is identified after an assessment outcome, competency decision, academic result, award, or credential has been finalised or issued, Kaplan may review the affected outcome or credential to determine whether it remains valid.

Following the review, Kaplan may take appropriate action, including but not limited to:

- amending, reversing or annulling an assessment outcome, competency decision, or academic result;
- requiring reassessment or further evidence of the student's knowledge, skills, competency, or achievement;
- amending or withdrawing an academic record, Statement of Attainment, award, or qualification that was issued on the basis of an invalid assessment or competency outcome; or
- requiring the return of an issued document where it has been withdrawn or replaced.

Students will be afforded procedural fairness throughout the review process in accordance with this policy and the *Grievances, Complaints and Appeals Policy*.

Stage 4: Complaints and Appeals

A student who is dissatisfied with a misconduct determination, outcome or the process followed may submit a complaint in accordance with the *Grievances, Complaints and Appeals Policy*. The complaint provides an opportunity for the student's concerns to be reviewed.

If the student remains dissatisfied following the outcome of the complaint, they may lodge an appeal in accordance with the *Grievances, Complaints and Appeals Policy*.

Students will be informed in writing of the applicable complaints and appeals process when they are notified of a misconduct determination or outcome.

An exception to the right to challenge a decision applies where Kaplan determines that the health and wellbeing of the student or others is likely to be at serious risk.

Documentation

The details relating to allegations of misconduct will be documented in writing and recorded in the relevant Kaplan misconduct register and the student's record.

Records may include the allegation, relevant evidence, investigation and student response, determination, outcome or conditions applied, complaint or appeal information where applicable, and any follow-up action required.

Misconduct records will identify the type of misconduct, including academic misconduct, non-academic misconduct, and where applicable, cheating, plagiarism, collusion, contract cheating, or misuse of Gen AI.

Records relating to alleged misconduct will be retained for at least two years from the time the student ceases to be enrolled with Kaplan. The retention period may be longer where required by law, Kaplan's recordkeeping requirements, regulatory reporting obligations, an appeal process, or another legitimate business need.

Kaplan will provide summary reporting on misconduct through the applicable academic and governance reporting arrangements. Reporting will be used to monitor the occurrence and nature of misconduct, identify and address underlying causes, inform preventative and corrective action, and support improvements to policy, process, assessment design and student support.

Relevant Legislation

As a registered education provider, Kaplan operates under a range of legislative and regulatory requirements. Policies and procedures are in place to support compliance with the instruments referenced below:

- 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 Vocational Education and Training Regulator Act 2011 (Cth)
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Related Policies and Documents

This policy should be read in conjunction with the following policies and documents:

- Assessment Policy
- Copyright Policy
- Equity and Inclusion Policy
- Digital Use and Conduct Policy
- Grievances, Complaints and Appeals Policy
- Prevention of Harassment and Bullying Policy
- Privacy Policy
- Reasonable Adjustment Policy
- Recording, Storage and Use Policy
- Student Code of Conduct
- Student Record Management Policy
- Support for Students Policy

Version Control and Accountable Officers

The Responsible Officer and Implementation Officers are jointly responsible for overseeing 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		September 2029		
Approved by				
KBS and KHE Academic Boards				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
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
2.0	Quality, Regulations and Standards Team	<ul style="list-style-type: none">Comprehensive review and substantial rewrite of policy.Strengthened academic integrity, assessment integrity and student misconduct provisions across higher education, pathways and vocational education contexts.Introduced a standalone Misuse of Generative AI category and clarified authorised and unauthorised Gen AI use.Expanded provisions relating to AI-enabled tools, unauthorised recording and capture, fabricated evidence, assessment security, racism, and discriminatory conduct.Updated policy requirements for misconduct reporting, investigation, evidence, determination, outcomes, complaints, and appeals.Added provisions for reviewing previously finalised assessment outcomes, academic records and credentials.Strengthened recordkeeping, trend monitoring, governance reporting and preventative and corrective action.Updated terminology, legislation and alignment with related Kaplan policies.	17.09.2026	28.09.2026