



Academic Integrity and Misconduct Policy

Version	Approved By	Approval Date	Effective Date
1.0	Operations Manager	03 June 2026	03 June 2026

1. 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.

2. Scope

This policy applies to students and staff of Universal Training Institute (UTI).

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.

3. Policy Statement

UTI 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 UTI qualifications.

4. Policy Principles

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

4A. 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).

Universal Training Institute

ABN 67 659 745 105

Head Office: 87 Fennell Street, North Parramatta NSW 2151 Australia
Ph: +61 402 997 378 Email: admin@uti.edu.au Website: www.uti.edu.au



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- 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.

4B. Non-Academic Misconduct

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

- submitting fraudulent documents to gain admission to a UTI qualification or as evidence in support of an official request.
- behaving inappropriately in an activity under the administration or supervision of UTI staff
- placing others or themselves at potential serious risk in relation to health and safety.
- altering or defacing any document or record belonging to UTI.
- misusing, stealing, destroying or damaging any property (including computer and communications facilities) of another, including UTI.
- wilfully disobeying or disregarding any order, direction, rule, penalty or condition made by UTI
- interfering with the freedom of others to pursue their studies or for staff to carry out their work-related functions at UTI.
- 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 UTI, its representatives or courses.
- being in possession of, using or supplying prohibited substances on UTI premises.



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5. Terms relating to Academic Misconduct

5A. Cheating

Cheating in general can be defined as acting dishonestly or unfairly in order to gain an advantage.

Cheating includes:

- Copying or attempting to copy from another student (or external party)
- Attempting to use unauthorised material either in written or electronic format

5B. Collusion

Collusion occurs when a student works with others, contrary to UTI'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.

5C. 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 UTI 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 or work placement



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6. Procedure

Trainer/assessor(s) are the first to identify academic misconduct as part of the training and assessment process. The process is as follows:

- The trainer receives a student assessment with evidence of academic misconduct
- The trainer must collect all evidence of the breach including but not limited to:
 - student submitted work
 - Evidence of academic misconduct:
 - Technical devices for calculation where technological assistance where instructions clearly state technology is not permitted
 - Mobile phones to google answers
 - Plagiarism
 - Where cheating occurs, both student's work to demonstrate cheating
 - etc
- The trainer must first consult the Academic Coordinator to decide upon a possible course of action.
- The Academic Coordinator invites the student to attend an interview. The interview will include:
 - details of the alleged academic misconduct under investigation
 - summary of evidence of academic misconduct presented by the trainer/assessor
 - provide the student with the opportunity to have a person to attend the interview with them for support (not legal or third-party representation) and present their case
- In cases where more than one student is involved and evidence indicates possible collusion with other students, they will also attend an interview conducted on the same day.
- The interview will not be held at the same time as other student(s) involved in the allegation.
- During the interview, the following process will occur:
 - Academic Coordinator will provide the student with details/evidence of alleged plagiarism
 - Student will have an opportunity to present their case with evidence
 - Interview notes include the issue, discussion and actions required with timeframes
 - Academic Coordinator, trainer and student sign the interview form
 - Signed copies will be provided to the student(s) and a hard copy placed on the Student file
- In cases of collusion, all students suspected of involvement will be interviewed separately by the same staff following the stated formal interview process described above
- Representative staff must confirm allegations or find that a penalty is not warranted
- In serious cases where termination of a student(s) studies has been recommended, final approval for course cancellation on PRISMS will only be granted by Chief Financial Officer



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- The outcome of the investigation and resulting actions will be formally communicated to the student in writing within 5 working days
- Students may appeal any decision in writing and activate the appeals process as per Complaints and Appeals Policy
- Where a student has requested an appeal, the same interview process will be implemented. The Academic Coordinator will refer the matter to the Chief Financial Officer to ensure that students have an opportunity for independent appeal
- In the event the Chief Financial Officer does not support the appeal, the student will be advised of external appeals options available as per Complaints and Appeals Policy
- All letters, interview notes and evidence of plagiarism must be uploaded onto student profile on LMS.

6A. Confirmation of Allegations

Where there is confirmation of academic misconduct, the following may be applied

- written warning, or
- formal apology if more than one student is involved and coercion is a key factor, or
- resubmit work so that it demonstrates student knowledge and skills, or
- different assessment for the same unit of competence, or
- NYC awarded and the student is required to repeat the unit of competency, or
- Other appropriately agreed outcome

If it is a student's second major breach, the following may be applied:

- suspension
- termination of studies.

In all cases, details of the academic misconduct will be kept on the student file in LMS.

6B. Allegations Not Warranted

- In cases where there is insufficient evidence, no penalty may be imposed but suspicions of academic misconduct will be retained in the student file on LMS
- If the student is involved in academic misconduct again at a later date, then the first allegations will form a valid part of the investigation and can be regarded with the seriousness of a second breach.

7. Factors to Consider

The following factors need to be considered when deciding the degree of seriousness of academic misconduct and the level of consequence to be implemented:

- Degree of the breach and if it was a major or minor breach
- Whether the breach was intentional or unintentional

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- Whether the student who provided the answers was bullied into providing the assessment answers to a student(s)
- Where there is evidence of collusion, ascertain degree of coercion (if any), leaders, followers, etc.
- Extent of remorse shown by the student
- Consequence must be dealt with in relation to the breach to ensure fairness and equity.
- Consistent handling to ensure that roles carried out by is consistent across all cases of academic misconduct.

8. Appeals

A student may appeal against a decision made regarding the outcome of an academic misconduct investigation as per the appeals process outlined in the Complaints and Appeals Policy.