

ACADEMIC INTEGRITY POLICY

Do your own work, acknowledge the work of others, and use help, collaboration and digital tools only in ways allowed for the task. Ask before you submit if you are unsure.

Purpose

This policy explains the academic integrity standards that English Language Centre (ELC) students must follow. It supports students to develop the knowledge and skills needed for honest academic work at the ELC and in future university study. It also explains how concerns are reviewed and what may happen when the requirements are not met.

Scope

This policy applies to all students enrolled in an ELC program. It applies to:

- all academic work, including assignments, examinations, tests, projects, presentations and online activities
- face-to-face, blended and online learning
- individual and group work
- the use of sources, other people's work, course materials, digital tools, translation tools and artificial intelligence (AI).

Policy Statement

Academic integrity means acting with honesty, trustworthiness, fairness, respect and responsibility in all academic work. It is a shared responsibility of students and staff.

To support academic integrity:

- students will receive information, teaching and support to develop academic integrity skills
- assessment instructions will explain what help, collaboration, AI and other tools are allowed
- students must submit work that honestly shows their own learning and level of English
- possible misconduct will be reviewed fairly, transparently and without bias or discrimination
- students may raise concerns in good faith without fear of victimisation
- the ELC will keep appropriate records and review patterns to improve teaching, assessment and support.

Students must:

- complete their own work unless collaboration is clearly allowed
- follow all assessment and examination instructions
- acknowledge sources and assistance as required, including permitted AI-generated content
- use AI, translation, editing and other digital tools only in ways allowed for the task

- not give or receive unauthorised help
- not share completed assessments, answers, examination materials or restricted course files
- provide truthful information about their identity, attendance, participation, work and circumstances.

Common types of academic misconduct

Please refer to Adelaide University page on Academic Integrity for examples of academic misconduct: [Academic Integrity Policy | Policies and Procedures | Adelaide University](#)

Responsibilities

Students are responsible for:

- understanding and following this policy and the instructions for each task
- asking for help before submitting work when they are unsure about referencing, collaboration, AI or other tools
- keeping their work, passwords and assessment materials secure
- participating honestly in any review of an academic integrity concern
- completing any required academic integrity learning, support or follow-up action.

The ELC is responsible for:

- explaining academic integrity and assessment expectations clearly
- providing appropriate teaching, resources, feedback and support
- collecting and considering relevant evidence when a concern is identified
- giving the student a reasonable opportunity to provide information
- making and communicating decisions fairly and consistently
- applying approved outcomes and keeping appropriate records
- using information about academic integrity to improve course quality and student support.

Procedures

Academic integrity is taught and monitored throughout your course. The stages below may apply when a concern is identified.

Stage	When it may occur	What you can expect	What you need to do
Early support	No misconduct is found, or a minor issue is best addressed through teaching and feedback.	A discussion, feedback, a learning activity or referral to support. No formal warning or breach is recorded.	Review the feedback, ask questions and use the support provided.
Formal warning	The issue results from poor academic practice or a genuine misunderstanding.	You will be told what the concern is, what evidence was considered, what action or mark adjustment applies, and	Respond to communications, complete the required action and use the recommended support.

		what learning or support you must complete.	
First academic integrity breach	There is evidence of a clear attempt to gain an unfair academic advantage.	The concern is investigated and you are informed of the decision, any penalty and required follow-up action.	Provide honest information, follow the decision and complete any required learning or reassessment.
Second or subsequent breach	Another clear breach occurs after a previous breach has been recorded.	A more serious penalty may apply because the behaviour is repeated.	Read the decision carefully and follow the stated requirements and review or appeal process, where available.

How a concern is reviewed

When a possible breach is identified:

1. Relevant assessment material and other evidence are collected and reviewed.
2. An authorised staff member decides whether no misconduct, poor academic practice, a genuine misunderstanding or an academic integrity breach has occurred.
3. You may be contacted for information or invited to discuss the concern.
4. You will receive the outcome and any required action or penalty.
5. The concern and outcome may be recorded in the ELC Academic Integrity Record and in the relevant assessment feedback.

Support and preparation

Because ELC courses prepare students for further study, education and improvement are important parts of the process. Support may include teacher feedback, academic skills resources, the Adelaide University Academic Integrity Essentials module, a meeting with relevant ELC staff, or an Academic Progress Review when the concern is affecting your progress.

Breaches of Policy

The outcome will depend on the seriousness of the matter, the evidence, whether the behaviour was intentional, your stage of study, and whether a previous warning or breach has been recorded. A similarity score or an AI-detection result will not, by itself, decide that misconduct has occurred.

Outcome	When it may apply	Possible consequences
Formal warning	Poor academic practice or a genuine misunderstanding.	Rewrite and resubmit the task; and/or a deduction of up to 10% of the maximum available mark; and/or a score of zero for a specific criteria.
First breach	A clear attempt to gain an unfair advantage.	Re-sit the examination; and/or resubmit the task; and/or an adjustment to the maximum obtainable mark.

Second or subsequent breach	A further clear breach after a previous breach has been recorded.	An adjustment to the maximum obtainable mark; or a mark of zero for the assessment; or a Fail grade for the course.
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A warning or breach may affect your academic progress and progression. Serious or repeated misconduct may also lead to action under the [Adelaide University Academic Misconduct Procedure](#). Any review or appeal rights will be explained in the written outcome or the relevant student complaints and appeals process.

Related Documents

- Adelaide University Academic Integrity Policy
- Adelaide University Academic Misconduct Procedure
- Adelaide University guidance on working with artificial intelligence
- ELC Guidelines for Reporting Academic Integrity Breaches
- ELC Academic Progress Policy
- Assessment instructions, course handbooks and academic integrity learning resources

Document Control

Version	Policy Owner	Approved by	Approval date	Effective date	Review date
1	Learning & Teaching team	Senior Manager, Learning & Teaching	18/6/26	18/6/26	1/10/27