

Academic Integrity Policy

The overriding principal of this policy is that each graduate, by their own work, will demonstrate their competence as required by the Admissions Rules applicable in their jurisdiction.

1. REQUIREMENT FOR ORIGINAL WORK

- 1.1 Except when working in a designated collaboration activity, any work a Graduate submits, whether within practice area or elsewhere, must be that Graduate's own work. Copying from the work of another Graduate, ex-Graduate or any other person or resource (including Generative AI) is prohibited and constitutes a breach of this policy.
- 1.2 It is acceptable to take work from a recognised precedent (which does not include any work of another, or a former, Graduate), provided the precedent is adapted, as required, for the specific matter.
- 1.3 Collaboration between Graduates, by way of discussing learning activities and planning methods or approaches, is encouraged, provided the document or other work written up or submitted is each Graduate's own, and is prepared individually.

2. WHAT CONSTITUTES COPYING?

- 2.1 Any work that is wholly or partly substantially identical to the work of any other Graduate (current or former) or any other person is deemed to have been copied. However, this rule does not apply to standard form documents and is subject to item 1.2 above.
- 2.2 A Graduate must not reproduce work, in a written form or otherwise, that has been provided to that Graduate by any other Graduate or person. However, this rule does not apply to recognised precedents.
- 2.3 A Graduate must not provide to or share their completed work (or work in draft form) with any other Graduate.

3. WHAT CONSTITUTES COLLUSION?

- 3.1 Collusion occurs when people work together to develop an assignment which is intended to be an individual effort. It involves copying someone else's work or allowing someone else to copy *your* work.
- 3.2 Colluding on the production of work is prohibited and constitutes a breach of this policy.

4. USE OF GENERATIVE AI

- 4.1 Graduates are permitted to use Generative AI (such as ChatGPT) in the preparation of their written work, subject to the following conditions:
 - 4.1.1 Any graduate using Generative AI must acknowledge the use of the tool via a footnote.
 - 4.1.2 Graduates must download and save the relevant AI generated content in a word document which is submitted with their work.

4.1.3 Graduates must not upload into the AI tool any Leo Cussen IP, including any materials, content or wording included as part of the PLT program.

4.2 Substantially copying AI generated content is a breach of Item 1.1 of this policy.

4.3 Use of Generative AI (eg. ChatGPT) without compliance with the conditions in item 4.1 is not permitted and constitutes a breach of this policy.

5. PROCEDURE

5.1 If a Mentor or Supervising Lawyer suspects that a Graduate has breached this policy, then they may in the first instance discuss the work with the Graduate and may form the view that there has been no transgression. If the staff member forms the view that there has been a transgression, they will then notify the Deputy Director, Education Delivery.

5.2 The Deputy Director, Education Delivery will interview the Graduate.

5.3 If the Deputy Director, Education Delivery determines that the breach of the prohibition against copying/collusion is a minor one, then the Graduate may be asked to resubmit or undertake such further work as the Deputy Director, Education Delivery shall determine. In addition, an informal warning may be recorded against the Graduate.

5.4 If the Deputy Director, Education Delivery determines that the breach of the prohibition against copying/collusion is a serious one, then they will refer the matter to the Director, Education Delivery who may issue a formal warning to the Graduate and the Graduate must carry out any further work that the Director, Education Delivery requires.

5.5 The Director, Education Delivery will inform the Board of the Institute of any formal warning given to a Graduate.

5.6 If a Graduate is found to have committed any further breach of this policy after they have received a formal warning, then that Graduate's enrolment in the course will be terminated by the Executive Director.

5.7 If the Executive Director terminates a Graduate's enrolment in the course, the Graduate may appeal to the Leo Cussen Board within 7 days of the date of the notification of termination.

5.8 The Graduate appeals by sending an email to the Executive Director within 7 days of the date of the notification of termination. On receipt of the appeal, the Executive Director will notify the Appeals Committee of the appeal.

5.9 The Graduate must provide written grounds of appeal to the Executive Director within a further 14 days or by later date notified by the Chair of the Appeals Committee, following which the Chair may set up a committee of up to three members of the Board to hear the matter. The committee may include an external member.

5.10 Leo Cussen Centre for Law is required to issue a formal Conduct Report to some Legal Admissions Boards in respect of each Graduate who applies for admission to the legal profession. The Executive Director is required to

disclose in this Report any action taken as set out in this policy. The Graduate must also disclose any such action to the Legal Admissions Board when applying for admission.

NOTE: A Graduate must report any misconduct (including warnings received) to the Admissions Board in accordance with its Disclosure guidelines.

Every admission applicant must disclose any form of academic misconduct to the Admissions Board, regardless of whether a formal finding or record of the incident has been made against them. This includes, but is not limited to, incidents of plagiarism, collusion, cheating and other inappropriate behaviour taken to gain advantage over another individual.

In addition to making this disclosure statement, Victorian and ACT Graduates are also required to provide the Admission Board with the formal Conduct Report for both their University and Leo Cussen, regardless of what it states.

Graduates are therefore advised to ensure that their disclosure statements are accurate.