

Leo Cussen

GDLP Academic Integrity Policy

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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 his or her 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 standard form 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 precedents and is subject to clause 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 standard form 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 For the purposes of this policy, Generative AI generally refers to the use of automated computing and/or internet resources in the production of written materials solely or predominantly generated by means of artificial intelligence. A prominent example of Generative AI would be "ChatGPT":

- 4.2 Graduates may use Generative AI in the preparation of their written work, subject to the following conditions:
- 4.2.1 any Graduate using Generative AI must acknowledge the use of the tool via a footnote;
 - 4.2.2 Graduates must download and save the relevant AI generated content in a word document, and must submit that generated AI document together with their work; and
 - 4.2.3 Graduates must not upload into the AI tool any Leo Cussen Intellectual Property, including any materials, content or wording included as part of the GDLP.
- 4.3 Use of Generative AI without complying with all the conditions of this policy and/or substantially copying Generative AI generated content is a breach of this policy.

5. PROCEDURE

- 5.1 If a Mentor, Supervising Lawyer or other Leo Cussen staff 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 they form the view that the Graduate has breached the policy, then they will notify the Deputy Director, Education Delivery.
- 5.2 Upon receiving notification of a breach of the policy by a Graduate, the Deputy Director, Education Delivery will interview the Graduate regarding the alleged breach.
- 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's record.
- 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 Leo Cussen Board 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 may be cancelled by the Executive Director.
- 5.7 If the Executive Director cancels a Graduate's enrolment in the course, the Graduate may Appeal to the Leo Cussen Board following the appropriate Stage 2 Appeal process as designated in the [GDLP Complaints Policy](#).

5.8 Leo Cussen 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.

6. DISCLOSURE OF POLICY BREACH

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

6.2 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.

6.3 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.

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

Policy status

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Policy Approver	Leo Cussen Academic Committee

* Unless otherwise indicated, this policy and procedure will still apply beyond the review date

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