



# Policy 32: Student Code of Conduct & Academic Misconduct

**Ballistic Training Solutions provides workforce planning, training and consultancy services to Industry Clients including the Aviation, Education, Construction, Environmental, Agricultural Engineering Infrastructure and Resource Sectors.**

## **Purpose**

Ballistic Training Solutions Pty Ltd undertakes all project works within legislative requirements for each project ensuring compliance with Federal, State/Territory and local jurisdictional requirements are maintained.

Student conduct within legal requirements and demonstrating their progression in learning and application of skills is critical to ensuring student success post-qualification and ensuring the integrity of qualifications and associated skills are maintained.

## **Student Code of Conduct Policy**

Ballistic Training Solutions' Student Code of Conduct policy is used in conjunction with Ballistic Training Solutions' other policies and procedures. Copies of Ballistic Training Solutions policy documents are available on request from the administration team.

Ballistic Training Solutions policies and practices are designed in such a way that the students develop positive social values, resulting in appropriate quality behaviour. The Student Code of Conduct policy is informed by a commitment to strong principles and ethics which serves to reinforce and further the Ballistic Training Solutions brand and reputation.

Ballistic Training Solutions aims to promote a sense of responsibility amongst its students and recognizes that mistakes will occur. Inappropriate behaviour is not tolerated but students must also be permitted to repair any harm caused by any such actions and they should have an opportunity for personal growth and be provided with strategies with which to deal with such situations in the future.

On the occasion that a student fails to meet Ballistic Training Solutions expectations, this will inevitably result in consequences. Typically, consequences may range in severity depending on the nature of the behaviour.

Ongoing and repeated behaviours that cause concern to Ballistic Training Solutions will have a cumulative effect on the level of consequence that will be given.

Where continued inappropriate behavior occurs, suspensions or withdrawal may result.

Ballistic Training Solutions reserves the right to refuse entry, ask to leave or reject any person who behaves in a manner that breaches policy.

Ballistic Training Solutions will exercise its lawful right without prejudice to call authorities and pursue action should it be deemed necessary.

## **Academic Integrity Definition**

Academic integrity involves all students acting with honesty, fairness, responsibility and trust in all student, workplace and assessment activities with a focus on professional support and positive learning. It is a requirement that all students agree to conduct themselves and their assessment activities within academic integrity requirements.

This means acting with integrity, submitting your own work and being responsible for your own progression.

## **Plagiarism Definition**

Plagiarism is the "wrongful appropriation" and "purloining and publication" of another author's "language, thoughts, ideas or expressions," and the representation of them as one's own original work.



# Policy 32: Student Code of Conduct & Academic Misconduct

## Plagiarism Policy

Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions like expulsion. It is quite reasonable to research material in the course of undertaking assessment. All sources, however, must be clearly referenced. Ballistic Training Solutions' CEO takes a very strict approach to plagiarism and proven incidents will not be tolerated.

## Artificial Intelligence Definition

Artificial Intelligence (AI) and Generative Artificial Intelligence (GAI) tools are electronic tools that create a responsive answer to a question or series of questions from a variety of sources which can include referencing and text from such sources. Artificial Intelligence apps (such as Chat GPT) are generative in nature and not reflective of a student's knowledge, thought or skills which are being assessed.

## Use of Artificial Intelligence Policy

Using Artificial Intelligence (AI) tools such as ChatGPT to assist in completing any type of assessment activity unless you are expressly permitted to do so in the assessment activity is considered academic misconduct.

You must not use any AI tool, including ChatGPT, to produce your assessable work for you. Using AI tools to derive and submit responses to assignment questions in place of your own work is a form of plagiarism.

Using AI tools to assist you with completing assessments when not permissible and/or without referencing would also constitute plagiarism. Your trainer/assessors use tools and techniques to detect plagiarism and there can be serious consequences for academic misconduct. If in doubt, always ask your trainer/assessor.

## Contract Cheating Definition

Contract cheating is where a student commissions or seeks to engage another party - either unpaid or paid - that is offering their services to produce academic work on the student's behalf.

Contract cheating may occur when a student seeks help with their assessment tasks through:

- an online company specializing in producing work for a fee for students
- an un-authorised editing service advertised via social media
- another student, family member or non-student who has offered to help

The work commissioned is most commonly in the form of essays or reports, but can also include all kinds of assessment work, including those involving workplace tasks or reports, fieldwork, field evidence or any other technical subject material.

All work submitted for assessment must be your own work. Any outsourced work submitted for assessment, whether paid or unpaid, is considered contract cheating.

Contract cheating is a serious form of academic misconduct. A student found to have outsourced their work may not only receive a fail for the assessment task but may have their enrolment reviewed or cancelled.

All staff, contractors and students are required to fully support and promote Ballistic Training Solutions Student Code of Conduct and Academic Misconduct Policy by complying with organisational standards and procedural controls.

I personally commit Ballistic Training Solutions to this policy.

Authorised by:

A handwritten signature in black ink, appearing to read "Peter Tremain", written over a light blue horizontal line.

**Peter Tremain**  
Chief Executive Officer