

# Academic Integrity Policy

## Purpose

The purpose of this Academic Integrity Policy is to uphold the principles of honesty, trust, fairness, respect, and responsibility within AusIMM Online Courses. All participants are expected to produce work that is original, properly cited, and reflects their personal effort and learning.

## Learning Contract

As part of the Onboarding process for all AusIMM Online Courses, Participants are provided with a Learning Contract and are asked to agree to the following:

### Ground rules

We request that all participants on this learning journey:

- Act fairly, responsibly, ethically and with respect towards fellow-learners and facilitators.
- Are respectful of all fellow learners' and facilitators' culture and traditions, differences, languages and privacy.
- Imbue a culture that places learning and collaboration above competition.
- Observe Chatham House Rule with respect to any information shared by other learners or the facilitator throughout the duration of the course.

By participating in this course, you agree to:

- Complete all work yourself, using your own work except where referenced.
- Not share your login details with others.
- Not share materials outside your course or program except where express permission is given.
- Abide by the terms listed in this learning contract.

AusIMM considers plagiarism, collusion and/or the undeclared use of AI technology to be a direct breach of this learning contract. More information is provided in the following sections.

## Plagiarism

Plagiarism is the act of using someone else's words, ideas, or work without proper acknowledgment. It includes, but is not limited to:

- Copying and pasting text from sources without citation.
- Paraphrasing someone else's work without appropriate credit.
- Submitting work that has been written by someone else (eg content prepared in exchange for a fee or work done by another participant).

## Collusion

Collusion occurs when two or more participants work together on an individual assessment, share answers, submit similar responses, or allow others to complete work on their behalf.

## Artificial Intelligence (AI)

### Use of AI within course work

AusIMM acknowledges that AI, particularly generative AI, is a new and changing technology and that it may be a useful tool to participants in their learning journey.

**NOTE:** Participants must always write their responses in their own words and must not directly cut and paste AI generated responses into their coursework.

Therefore, AI may be used to:

- Seek guidance on where to find information.
- Improve on, but not generate, the first draft of a discussion question response.
- Proofread your work and/or to refine the grammar or language.
- Assist with translation.

Please note that participants are not graded on English proficiency in assessments or on the course platform. We much prefer that participants use their own words rather than asking AI to rewrite their response.

Participants should be aware that AI technology has limitations and must not be relied upon. Participants should always check any information provided by an AI platform independently for accuracy.

Participants who choose to use AI for the above-listed purposes *must* reference the use of AI in their coursework (see below).

### How to reference AI use

Participants must reference AI use at the beginning of each question where AI has been used to support the response to that question. In addition to stating the AI tool used, participants *must* retain a copy of all AI inputs until after the course and any marking has been completed, and must provide copies of the original inputs to AusIMM if requested to do so.

The reference should include the name of the AI technology that was used along with the question the participant asked the AI program to answer.

For example:

*I drafted this response in my native language and then translated it into English. I used Google Translate to translate some of the words.*

**Note:** The participant should maintain a copy of their original response drafted in their native language.

*The answer to this question was aided by Gemini. I asked Gemini to improve the grammar of my drafted response.*

**Note:** The participant should maintain a copy of their original response.

*AI was used in my response to this question. I asked ChatGPT where I could find information on mining industry trends.*

### Limitations on the use of AI

The use of AI technology is prohibited for the following activities. Participants *must not*:

- Have AI technology write the response to a discussion question or assessment question.
- Have AI technology write an assessment response.
- Copy and paste responses from AI technology directly into coursework.
- Share AusIMM resources or any other copyrighted material related to your course with AI technology by cutting and pasting any such resources or information directly into an AI system.

### Plagiarism, collusion and AI detection

Please note that all assessments submitted to AusIMM will be processed through **Turnitin** to check for plagiarism, collusion and AI use.

Turnitin is an online service widely used in education and professional contexts to evaluate the originality of written content. It compares submitted documents against a vast database of academic papers, websites, and previously submitted works to identify similarities, ensuring that work is properly cited and free from plagiarism.

### Penalties for misuse

#### Penalties for instances of plagiarism or collusion

Plagiarism is strictly prohibited and any participant caught plagiarising another person's work (including past or current course participants), or colluding with another participant will receive a failing grade and will be ineligible to complete the course and receive the associated certificate and digital badge and will forfeit all fees paid. The opportunity to resubmit an assessment will not be granted to participants found to have breached this policy.

#### Penalties for un-referenced or excessive use of AI

Participants suspected of using AI technology in a way that breaches the allowed use within this policy may be provided with a warning and asked to resubmit their work.

In the case of repeat offences, or if a participant is found to have excessively relied on or used AI technology to complete a written assessment, that participant will receive a failing grade and will be ineligible to complete the course and receive the associated certificate and digital badge and will forfeit all fees paid. The opportunity to resubmit an assessment will not be granted to participants found to have breached this policy.

### Questions?

Should you have any questions relating to this policy please contact the AusIMM Online Courses team via [onlinecourses@ausimm.com](mailto:onlinecourses@ausimm.com) or +61 3 9658 6150.