

Policy and Procedure for AI

The use of Artificial Intelligence (AI) – Student information

The use of Artificial Intelligence (AI) applications and other online or external support services / tools in your assessment submissions.

We acknowledge that the use of such services / tools being used by students has become increasingly popular in both external and online learning environments.

Whilst most of the student use has been for increased learning and understanding, there are cases where these platforms are being used inappropriately which may result in the requirement for investigative processes to determine if plagiarism and/or collusion has taken place. As you may be aware, plagiarism and collusion are considered as academic misconduct, and penalties will be applied if found guilty of the same.

At DNA Kingston Training, we are implementing changes to our teaching and learning structure to ensure that our students are still meeting all the requirements for academic integrity and avoiding potential academic misconduct whilst using the abovementioned tools.

Appropriate use of AI or other support services/ tools in academic studies

- Use for an initial literature scan to provide you with a broader search base.
- Use to build your knowledge (example – ask why and answer or solution to the correct one).
- Use for divergent thinking and generation of ideas.
- Formally acknowledge the use of AI or other support services/ tools in developing your submission/ divergent thinking e.g referencing
- Not referencing more than once for a short answer question and not more than 2 times per author for an answer of more than two paragraphs.
- Be transparent about the use of AI and other support services/ tools and clearly indicate what language or prompts were used to generate the thinking process.

Inappropriate use of AI or other support services/ tools in academic studies

- Failure to acknowledge the use of AI or other support services/ tools in the development of your submission.
- Failure to use appropriate referencing in the use of AI or other support services/ tools in your submission.
- Plagiarism in any form using AI or other support services/ tools, examples of plagiarism include but are not limited to:
 - i. Copying of sentences or paragraphs from one or more sources which are the work or data of other persons.
 - ii. Closely paraphrasing sentences, paragraphs, or themes.
 - iii. Using another person's ideas, work, or research data without due acknowledgment.
 - iv. Submitting work which has been produced for you by someone else.
 - v. Copying or submitting computer files in whole or in part without indicating their origin. **This includes material found on the internet and**

mobile / desktop applications, including artificial intelligence (AI) sources.

- vi. Submitting work previously assessed elsewhere; and / or
- vii. In the case of collaborative projects, falsely representing the individual, contributions of the collaborating students.

Please note the following **penalties** that may apply for academic misconduct:

- A formal written warning;
- Students are only allowed to attempt an assessment for a maximum of three times. Any assessment outside the first attempt may incur additional fee of \$75 per unit;
- Once the maximum number of attempts have been undertaken and the outcome is still Not Yet Satisfactory (NYS), the student will be deemed as failing the assessment task, unit of study or course; and/or
- Expulsion from course.

If you are in doubt about your submission and whether this has the potential to constitute academic misconduct, please refer to your DNA [Student Handbook](#), [Student Misconduct Policy & Procedure](#) or contact us directly with your query.

Alternatively, there are some helpful websites that you can refer to for additional information:

- www.plagiarism.org (P.org)
- [Ethical ways to use ChatGPT as a student](#) (Open Universities Australia)
- [Original thinking](#) (turnitin)

Our courses are aimed at preparing students for the industry and we intend for our graduates to be able to purposefully apply their skills and knowledge once they have completed with us. I reiterate that academic misconduct is considered a serious breach of College Policy and Procedure and has the potential to impact your current and future learning experiences.

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| <p>Kingston Training and Employment Pty Ltd</p>  <p>Provider No: 6811, 52256 CRICOS Provider No: 02899B</p> | |
| Policy Title | AI Artificial Intelligence Policy and Procedure |
| Policy Renewal | Every 2 years |
| Responsibility | Compliance Manager |

Record of updates and changes

| Version No. | Issue Date | Nature of Amendment |
|-------------|------------|--|
| Version 01 | Sept 2023 | New policy to support student misconduct |