

DOMESTIC - Academic Integrity and Course Requirements Acknowledgment Form

F075

Attendance:

- Minimum of 80% attendance per unit is required.
- 100% attendance for student placement is required.
- **Absences for illness** - A medical practitioner must assess your condition and provide a signed medical certificate. You **MUST** submit this medical certificate with your email to advise you will not be attending College that day.
- **Absence for mental health related conditions** – Mental health issues must be assessed by a GP and are only valid or acceptable (depending on the gravity of the issue) if the GP determines that the issue impedes students from attending classes. Should the GP refer for further diagnosis or treatment to a counsellor, psychologist or psychiatrist, student **MUST** submit a statement from them showing the actual issue, ongoing therapy needed, estimated duration of therapy and how the illness prevents student from attending classes.
- **Unacceptable supporting medical evidence**
 - Documentation that only states information provided by you.
 - A **medical certificate generated online or from a pharmacy**, without the medical practitioner's actual assessment of your condition.
 - A medical certificate for an elective or non-critical medical appointments (e.g. optical, dental).
- All students are expected to be punctual

Assessments:

1. It is expected that students will submit assessments by the due date that is indicated on the Course Schedule or Canvas calendar for each unit of competency.
2. Don't leave assessments until the last minute. We encourage you to plan your workload so you can meet assessment deadlines. We realise, however, that on occasion there may be exceptional circumstances beyond your control that prevent you from submitting an assessment item by the due date and time. In these circumstances, you can apply for an extension.
3. **Extensions** are normally only granted if there are exceptional circumstances affecting your study, which you can substantiate with supporting documentation. To apply for an extension, you need to:
 - Submit F027 - Application for Assessment Extension form via email to Trainer at least 2 business days prior to the submission due date. The F027 - Application for Assessment Extension form can be located on your Canvas platform or on the Key 2 Learning College website in the "links" section.
 - Attach supporting documents or evidence. For example, a medical certificate.
 - Your application and supporting documentation will be treated confidentially.
4. Any "Extension" application not received in accordance with point 3 will not be considered.
5. Special consideration for extension of assessments is made available on the understanding that students will use it sparingly and only in cases of proven genuine need.
6. Applying for extension does not guarantee it will be granted. Each application will be assessed on a case-by-case basis.

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7. A trainer, course coordinator or relevant staff member will refuse your extension request if they aren't satisfied you took reasonable steps to avoid the circumstances that contributed to your being unable to submit an assessment item on time.
8. You are eligible for a maximum of 6 "extensions" across the entirety of the qualification being studied.
9. A \$100 penalty will apply if this policy is not followed and your Canvas account for the unit that is overdue will be locked. You will be required to come to the College to speak to your Trainer, pay your overdue fee of \$100.00 and set a target for your submissions that are overdue.
10. After granting an extension for valid reasons, students are expected to submit on the due date provided by the Trainer. If not applied an additional penalty of \$100 will be issued and the process as per point 9 will need to be followed.
11. Assessment extensions and resubmissions MUST be submitted on the due date provided by the Trainer on the extension form or the above penalty will apply.
12. **NOTE** – Penalties will also apply if students submit assessments that are not fully completed or have unanswered questions.
13. If a student is deemed NYC in a unit of competency and has been requested to resubmit more than two times, the above penalty will apply.
14. Decisions made regarding assessment extensions do not constitute an academic decision under the College's Appeals Policy and Procedures. Therefore, you are not able to seek a review of the decision if you are unhappy with the outcome of your application. If you believe your application has been declined in error, contact your Course Coordinator.

Additional Fees:

- Students will be entitled to 2 attempts to complete a unit of competency without additional cost. Any further attempts will incur a charge of \$80 per hour for re-assessment and \$90 per hour for further tutorial support.
- Where a student does not attend at least 80% of scheduled class they will have the option to request consideration for a repeat or re-sit of the missed unit/placement, which will incur additional costs for the student at \$90.00 per hour. (If a student cancels a re-sit or repeat session less than 24 hours prior to the session, a fee of 50% of the calculated anticipated rate will apply).

Academic Misconduct:

- If the student is found guilty of Plagiarism or Collusion Academic misconduct, they will receive a 1st written warning and need to re submit the assessment task that was plagiarised or colluded.
- If the student is found guilty for a second time, they will receive 2nd written warning and be required to pay a cost of \$80.00 and re submit their assessment task that was plagiarised or colluded.
- Found guilty a 3rd time will result in the student being withdrawn from the course

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The use of Artificial Intelligence (AI) in assessable work:

Using AI content generators or tools without authorisation to create or alter your academic assignments is seen as a violation of academic integrity. This rule also extends to other writing aids like paraphrasing tools and translation tools. The penalties for academic misconduct will be applied.

If your Course Coordinator has explicitly allowed you to utilise AI tools in your assignments, you must acknowledge their use. Neglecting to acknowledge their usage may expose you to allegations of plagiarism or academic misconduct. When submitting your work, you should also provide a statement **explaining** how you employed AI to accomplish your tasks.

You may be asked to provide evidence of research you have conducted for each question along with verbal assessment if the Assessor or Coordinator suspects academic dishonesty. Failure to match your verbal answers to the written answers will be considered a breach of academic integrity and the academic misconduct penalties will apply.

***If penalties are raised and payments are not made, the course completion certificate will be withheld until all payments are made.**

Student Declaration:

I have read, understood, and agree to adhere to the requirements for the progression of this course.

- Attendance
- Assessments
- Misconduct for plagiarism or collusion and AI use.

Student Name:	
Signature:	
Date:	