NEAS Academic Integrity Policy

1. Purpose

The purpose of this policy is to uphold the integrity, credibility, and professional value of NEAS Professional Development (PD) programs by ensuring that all assessment submissions represent genuine, ethical, and independent professional work.

This policy establishes clear expectations regarding academic integrity, including plagiarism, unauthorised collaboration, contract cheating, and the use of artificial intelligence tools in assessment tasks.

2. Scope

This policy applies to all participants and assessment activities within NEAS Professional Development programs, including but not limited to:

- The NEAS Master Practitioner course
- Micro-credentials and structured PD programs with assessed components
- Capstone projects, applied professional projects, reflective tasks, and portfolios

This policy applies to:

- Participants enrolled in NEAS PD programs
- Assessors, moderators, and NEAS staff involved in assessment and certification

3. Definitions

For the purposes of this policy:

- **Academic Integrity** refers to honest, ethical, and responsible conduct in the creation and submission of assessment work.
- **Plagiarism** refers to presenting another person's work, ideas, words, or data as one's own without appropriate acknowledgement.
- **Contract Cheating** refers to paying, arranging, or permitting another person or service to produce assessment work on behalf of a participant.
- **Artificial Intelligence (AI) Tools** refer to digital tools capable of generating, paraphrasing, or substantially modifying text, images, or other content.
- **Unauthorised AI Use** refers to the use of AI tools in ways not explicitly permitted by the assessment task.
- **Assessment Submission** refers to any work submitted for assessment within a NEAS PD program.

4. Policy details [adjust title as appropriate]

4.1. Principles of Academic Integrity

NEAS expects all participants to:

- Submit work that is their own original professional work
- Appropriately acknowledge all sources and influences
- Comply with assessment-specific requirements regarding collaboration and tool use
- Engage honestly and ethically in all assessment activities

Academic integrity is fundamental to the credibility of NEAS certification and professional recognition.

4.2. Plagiarism and Source Acknowledgement

Participants must:

- Clearly reference all sources used, including academic, professional, and online materials
- Avoid copying or closely paraphrasing material without acknowledgement
- Ensure that quotations, summaries, and paraphrases are properly cited

Failure to acknowledge sources appropriately may constitute plagiarism.

4.3. Contract Cheating and Third-Party Assistance

Participants must not:

- Pay or engage another person or service to complete assessment work
- Submit work produced wholly or partly by another person as their own
- Allow another person to substantially edit or rewrite assessment submissions

Discussion and peer feedback may be permitted where explicitly stated in course materials.

4.4. Use of Artificial Intelligence Tools

- The use of AI tools in assessment tasks is prohibited unless explicitly permitted in the task instructions.
- Where AI use is permitted, participants must clearly acknowledge how the tool was used.
- AI tools must not be used to generate, paraphrase, or substantially develop assessment content unless expressly allowed.

Unauthorised use of AI tools will be treated as a breach of academic integrity.

4.5. Submission Declaration

By submitting assessment work, participants declare that:

- The submission is their own original work
- Academic integrity requirements have been met
- AI use (if permitted) has been appropriately acknowledged

Relevant NEAS policies have been read and understood.

4.6. Breaches of Academic Integrity

Where a breach of academic integrity is suspected, NEAS may:

- Request clarification or additional evidence from the participant
- Determine that the submission does not meet assessment requirements
- Require resubmission or impose other academic consequences in accordance with NEAS policies

Serious or repeated breaches may result in refusal of certification.

5. Quality Assurance and Compliance

5.1. Monitoring and Review

- Academic integrity practices will be monitored to ensure consistency and fairness.
- This policy will be reviewed at least every three years, or earlier if required due to:
  - Changes in PD delivery or assessment design
  - Sector expectations
  - Developments in AI and digital technologies

5.2. Responsibility

Responsibility for oversight of this policy rests with:

- • NEAS Manager, Quality and Professional Development

6. Related Forms and Documents

- Academic integrity and AI use declarations
- Assessment submission guidelines
- Assessor guidance on identifying potential breaches
- Resubmission and feedback templates

7. Related Policies

This policy should be read in conjunction with:

- NEAS Professional Development Assessment Policy

- NEAS Complaints and Appeals Policy
- NEAS Recognition of Prior Learning (RPL) Policy
- NEAS Course Completion and Certification / Graduation Policy

Version Control			
Date	Version	Title	Owner
19/1/2026	1.0	NEAS Academic Integrity Policy	Manager Quality and Professional Development