Academic Integrity Policy and Procedures

1. Purpose

The purpose of this document is EIA's commitment to academic integrity, in promoting a professional, ethical, quality-driven learning environment within EIA as a shared responsibility to achieve a high academic standard.

This policy implements the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Section 5.2 Academic and Research Integrity.

EIA promotes, upholds and sustains a high standard of integrity and honesty to uphold the following policy areas:

- Corporate Monitoring and Accountability (HES Section 6.2)
- Academic Governance (HES Section 6.3)
- Information for Prospective and Current Students (HES Section 7.2)
- Information Management (HES Section 7.3)

This policy ensures academic integrity and recognises and supports high ethical standards in which EIA staff and students are expected to practice in both their work and their behaviour. This entails:

- EIA expects high standards of professional behaviour and academic integrity from all EIA staff relating to research undertakings, staff research training, student courses and units of study;
- EIA provides a safeguard against any violations of staff and student academic integrity;
- EIA provides guidance and training to inform both staff and students about the principles of academic integrity and tools;
- EIA provides a professional monitoring and feedback system by collecting data and performing analysis of academic misconduct. It can be used as a risk-based approach to prevent recurrence and new violations of academic, and research integrity.

2. Scope

This policy applies to all EIA staff and students.

3. Responsibility

The Academic Board is responsible for overseeing and approving academic integrity policy and procedure.

The Academic Director is responsible for developing this policy, delegating the implementation of the relevant procedures to appropriate responsible officers, obtaining feedback and data by performing periodic monitoring and reviewing the quality delivered in this policy.

All EIA staff, including the Course Coordinator, Unit Coordinator, teaching and learning, professional and administrative staff are responsible for the implementation of the academic

integry procedures to students and for ensuring the EIA students comply with the academic integrity policy.

4.   Definitions

Academic Advantage: A superior or esteemed position in academic career progression by academic staff at EIA. It can also refer to additional credits, applied to activities and assessments as part of a study progression or an adjusted improvement of a testamur or transcript of students at EIA.

Academic Integrity: The principle and practice that involves upholding ethical standards by being honest, fair and responsible, in all aspects of academic work, including learning, teaching and researching. It is also crucial to maintain the academic community integrity, including for students, teachers, coordinators, researchers and administrators and collaborators outside of EIA.

Academic Misconduct: Any activity or attempt by a person to gain an academic advantage or help others to gain an academic advantage, which TEQSA and the academic community deem as unethical and unfair behaviour.

Collusion: A deception conducted in secret or conspiracy to cooperate in the form of drafting or writing a piece of work together. Collusion is performed by arranging to complete an activity or assessment with others or contributing to or allowing the distribution of questions, and answers from past or present assessments, in order to gain academic leverage from others.

Contract Cheating: A form of plagiarism that occurs when a staff/student outsources their tasks or assessments to a third party, which may include a commercial provider, a current/past student, members of a family, social or professional acquaintances.

EIA: The abbreviated name of Edvantage Institute Australia.

Plagiarism: Intentionally or unintentionally using the work of another individual as his/her own original work and failure to acknowledge the source of the information or the author. Plagiarism may include collusion, contract cheating, or other acts of misconduct that wrongly represent the work of other individuals.

Referencing: Acknowledgement of information sources in academic work to give credit to the original author(s) of the source.

5.   Requirements

5.1 EIA requires all staff and students to adhere to the principles of academic integrity in their work and collaborations with EIA and non-EIA personnel in the academic community. The principles apply to the following areas:
   a) Acknowledge the work or ideas by others in the research and teaching and learning work by EIA staff, and the learning activities and assessments by EIA students;
   b) Comply with the intellectual property and copyright laws and regulations relevant to scholarly work and the study of courses at EIA;
   c) Avoid plagiarising behaviour in all work, ideas, learning activities and assessment tasks.
5.2 EIA ensures all academic, higher education administration and support staff and students are aware of the organisation's policies and procedures regarding the expected level and types of academic integrity and penalties associated with any academic misconduct.
5.3 EIA provides clear guidance, training and preventative measures for all academic and higher education administration and support staff and students regarding the expected academic integrity standard and requirements, recognising and reporting academic misconduct and the appropriate channels to manage it.

5.4 EIA provides clear guidance and training for all academic and higher education administration and support staff and students about the nature and form of academic misconduct. This includes helping others to gain an academic advantage. Academic misconduct includes:

a) An intent to gain an academic advantage or assist others to gain an academic advantage;
b) An intent, attempt or action to cheating, deceiving or committing fraud in order to gain academic advantage for oneself or assist others to gain an academic advantage;
c) Plagiarism, including contract cheating or the action of using unauthorised scholarly work (including published and unpublished work), misrepresenting others' work as one's work, violating copyright and intellectual property laws and regulations applied to scholarly and commercial information and data.
d) Bribery and collusion by a person or a group of people at EIA and their collaborators outside of EIA with an intent to gain or to gain an academic advantage.

5.5 EIA expects all academic staff to maintain originality and honesty when undertaking research work, developing and delivering course and units of study, engaging with students and handling student data and information.

5.6 EIA expects all higher education administration and support staff to maintain fairness, equity and honesty when providing student services, handling student data and information, liaising and supporting academic staff and awarding qualifications to graduating students.

5.7 EIA expects all students to uphold the highest level of academic integrity in submitting original and authentic personal information, work and ideas when applying and enrolling for study, course and unit activities and assessments against their relevant learning outcomes and any information that affects the access to an opportunity or outcomes of an assessment.

5.8 Academic misconduct and the breach of academic integrity is treated seriously and will be responded to in a fair, transparent, consistent and timely manner.

5.9 EIA reserves the right to undertake an investigation and any resultant disciplinary actions towards all current (including those on any form of leave) and former staff, previously and currently enrolled (including those on any form of leave) students should an allegation of academic misconduct committed by staff or students during their employment or enrolment in a study at EIA is made.

5.10 Disciplinary actions will follow when staff or student is proven to be involved in academic misconduct during their employment or enrolment with EIA.

5.11 EIA will not discriminate or disadvantage any person who reports alleged academic misconduct. The reporting party and the alleged misconducting party will be treated with fairness and impartiality, their privacy upheld, provided equal opportunity to present their cases and access to information and support when needed.

5.12 EIA emphasises on providing education and training to the first-time offender of academic misconduct, rather than harsh and terminative penalties.

5.13 EIA will protect the parties involved in an academic misconduct hearing and the confidentiality of information to ensure that fair and evidence-based findings and conclusions are achieved.

5.14 The records of the investigation and any outcomes will be kept securely and confidentially, by the Privacy Policy and Procedure and the Records Management Policy and Procedure.

Academic Integrity Policy and Procedures
v1.1, 23 May 2019

Page **3** of **12**

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6. Procedures

EIA 's Academic Integrity policy and procedure informs on relevant academic integrity behaviour and the steps available to access its staff and student induction materials, training modules and website.

6.1 For EIA students:

6.1.1 Preventative Measures: Informing and Educating about Academic Integrity

Information about Academic Integrity Policy and Procedures will be distributed throughout students' lifecycle at EIA:

- Orientation week: A Cheating Awareness Campaign and Workshop on plagiarism will be conducted to involve all students to participate, contribute and shape their understanding of academic integrity;
- Annual module: Ongoing awareness through training will be conducted using the learning management system that requires students to undergo a compulsory annual academic integrity module as part of their study requirements;
- Mentoring: A mentoring program at EIA introduces mentors who are senior students and staff to assist new students with information and procedures of academic integrity. The mentoring program is also implemented via student associations, which may participate and engage with new students during the orientation week and other events in an academic year;
- Students are given guidance and training in learning and research, especially with writing, referencing, plagiarising and reporting academic misconduct, especially for the LOTE subgroup.

6.1.2 Identifying and Reporting an Academic Misconduct

a) Students must attach a declaration form acknowledging the originality and authenticity for every assessment submitted in a unit of study, and that they understand the academic integrity policy and the consequences of any academic misconduct.
b) For the submission of written work, the Unit Coordinator compares similarities of submitted work of students by using a plagiarism checking system. The results of the plagiarism check are in the form of a percentage of similarity with identified sources of information which highlight and indicate the reason for similarity. This can be used as supporting evidence in an academic misconduct hearing.
c) Academic staff must be aware that similarity sometimes arises from the use of the same resource and reference. In such cases, it should not be considered as part of the similarity percentage.
d) In the case of contract cheating, the text-matching software (Turnitin) may not be effective as a detection tool. Unit Coordinators or assessors will use a combination of methods or approach to prevent and/or determine the possibility of contract cheating. Also, refer to the Plagiarism Diagnosis Map.
e) Where a student is suspected of academic misconduct, the responsible teaching team should report to the Course Coordinator together with clear evidence from the student's work showing how and where the academic misconduct has taken place.
f) Where a student is found cheating, colluding to cheat or displaying an intent to cheat during a formal examination process, the examination invigilator is responsible for collecting and reporting the information and data of the student and the event by completing an incident report. The student's answer booklet(s) must be retained in its original form up until the point of discovering the alleged misconduct.
g) The invigilator must send the answer booklets with the incident report in a specially marked envelope immediately to the Unit Coordinator and inform the responsible

examination department. The answer booklet(s) must be assessed by the responsible Unit Coordinator immediately who must provide a grade based on the answers in the booklet. The Unit Coordinator must submit all evidence and information to the Course Coordinator for further investigation.

6.1.3 Preliminary Investigation of Academic Misconduct

a) The Course Coordinator conducts a preliminary investigation and reviews evidence to establish the case of academic misconduct.

b) Where a student is found to have not committed any academic misconduct, the grade of the original assessment will be awarded, and no disciplinary action will be taken. If an assessment has not been assessed, the Unit Coordinator will assess the student work and award the grade to the student as per normal procedure. If the assessment has not been completed, the Unit Coordinator will arrange and schedule an alternative assessment for the student.

c) Where there is supporting evidence of a student having committed academic misconduct, the EIA Academic Integrity Policy and Procedure applies:

- The Course Coordinator informs the Registrar responsible for opening a formal case file, including previous files related to the alleged student;
- The Registrar notifies the student in writing within five business days about academic misconduct being made by informing them with information about the location and nature of the claim as well as information about the academic integrity policy, procedures and the process to be undertaken.
- The Registrar will organise and schedule the hearing process and notify the Student Progress Committee, collect all relevant information and data, provide support to the student and maintain privacy and confidentiality.

d) A student who has allegedly committed academic misconduct shall be entitled to remain enrolled during the investigation.

6.1.4 Formal Review and Investigation outcome

A formal review meeting will be set up to investigate alleged academic misconduct by a student. The meeting will be chaired by the Registrar and attended by the Course Coordinator, Unit Coordinator, and relevant teaching staff of the alleged student.

The meeting must be scheduled to take place within 5-20 business days of the notification. The review allows students to explain events and establish a detailed account of what happened.

The student may respond to the allegation in writing or in person. Students must notify EIA how they intend to respond to the meeting.

If a student does not respond to the report in writing or in person, the formal review meeting will proceed in their absence.

Where academic misconduct is committed in a unit(s) that formed a part of an award received by the student, the student will be deemed failed in that unit(s) and will be removed from the Register of Graduates and will then be required to return the testamur and transcript.

The formal review members will apply the balance of probabilities test in determining whether academic misconduct has taken place, and will:

- employ any reasonable legal methods, including but not limited to discussion of the case details with the person who made the report, online searches, interview with the student or other proof of composition to conduct the meeting;

- apply impartiality and openness and conduct their duties without prejudice;
- consider all findings, facts and evidence that are relevant to the case;
- maintain confidentiality about all matters.

The Registrar will notify the alleged students with the investigation outcome in writing within five business days of the formal review meeting.

If the formal review result decides that it is a case of unsatisfactory assessment and not cheating the Registrar will then:

- ask an independent assessor to assess the work appropriately even if the assessment work submitted by the alleged student has been assessed; and
- if it is deemed necessary, requires the student to receive counselling, guidance and training about academic integrity and the relevant tools to prevent academic misconduct.

If the formal review concludes that the student is found to have attempted or committed academic misconduct, the Registrar must provide an opportunity to respond to the student before reaching an outcome.

If the investigation has found that the student has committed academic misconduct after his/her response, the Registrar:

- finalises the outcome on the assessment task and the unit of study involved (see Penalties section);
- provides formal notification to the student about the investigation outcome with information about the appeals policy and procedure;
- collates and records all investigation information, data and outcomes in the student's file; and
- includes the incident in the Academic Misconduct Register.

Refer to Student Grievance and Appeals Policy and Procedure.

6.1.5 Penalties

EIA emphasises fairness, equity and impartiality when assessing and enforcing the outcomes of academic misconduct. A consistent approach is important to ensure those who have committed academic misconduct will receive an appropriate penalty in a transparent and accountable environment. The Academic Misconduct Penalty Diagram is used to ensure consistency and objectivity in the penalty imposed.

Depending on the severity of the misconduct, students who are found to commit academic misconduct or plagiarism in any form of assessment as a result of genuine ignorance or misunderstanding of the policy, or as a new student in the first year study, will be required to receive guidance and training by the academic integrity policy and receive one of the disciplinary actions, or a combination of:

- Re-submit the assessment task;
- Receive 'Failed' for the relevant assessment task;
- Receive 'Failed' for the unit(s) of study. The student may then be required to re-enrol in a unit(s). Re-enrolment in a unit is classified as a new enrolment and students are required to pay the unit fee; or
- Require the student to undertake study skills and/or English language workshops and meet satisfactory academic requirements.

Students who are found to commit academic misconduct for the second time, are referred to the academic board, which may decide to impose one of the following penalties, or a combination:

- Requiring the student to undertake study skills and/or English language workshops and meet satisfactory academic requirements;
- Suspending the student's enrolment for one semester;
- Terminating the student's enrolment at EIA.

Informing and Educating about Academic Integrity

Staff are informed of EIA's Academic Integrity and Misconduct Policy and expectations as part of the staff induction program.

Staff are required to complete an online module "Academic Integrity and Misconduct" as part of their workforce planning and professional development. All staff are required to complete a refresher module every two years.

Staff are provided with guidance, training and tools in learning and research, especially with writing, referencing, plagiarising and reporting academic misconduct.

6.1.6 Unit coordinators

Prepare unit guides and resources by the Academic Integrity Policy and the Australian scholarly standards;

Include information and links to academic integrity policy and procedure in all unit outlines,

Ensure that a minimum of 50% of the questions for all assessment tasks and examinations are varied and updated each year;

Design assessments that minimise opportunities for cheating and plagiarism, and ensure authentication of students who undertake the assessments;

Conduct all assessments in-class, including oral presentations, in-class tests, quizzes, in-class reports, journals or reflective pieces that require the student to present an official student ID for identity validation where appropriate;

When in-class assessments are not appropriate or feasible, students are required to submit a short mandatory in-class written piece in the form of an introduction or a plan for the assessment to be submitted. Use this in-class submission with the later assessment submission for plagiarism checks;

When feasible, individualise learning activities and assessment tasks;

Ensure assessments and examinations are securely stored and out of students' reach;

Foster and strengthen professional teacher-learner relationships to provide a friendly and approachable learning environment where students can access information, clarification, assistance and feedback whenever they need;

Discuss with consideration academic integrity issues and approaches with students before every assessment task;

Use the plagiarism detection software program or text-matching software to check work that has been submitted by students;

Use the Plagiarism Diagnosis Map when contract cheating, or other forms of plagiarism is suspected;

Report any suspected cases of academic misconduct to the Course Coordinator or equivalent following the Academic Misconduct Reporting Diagram (Appendix A).

6.1.7 Academic staff

Present research and academic work by this policy and ethical standards, referencing standards as required by international scholarly standards and adhere to any copyright law and requirements.

Emphasise and teach students to conduct honest scholarship and respond to related enquiries of what constitutes as academic misconduct promptly.

Only accept student work that is accompanied by a signed Declaration Form.

Report on any suspected cases of academic misconduct to the Course or Unit Coordinator, or the Academic Director. See the Academic Misconduct Reporting Diagram.

6.1.8 Professional and administrative staff

Maintaining, safeguarding and reporting student profile information, admission, enrolment and student progress data, assessment work, grades, testamur and transcript information in an accurate and timely manner.

Maintaining the records of all written communication with students. When an oral communication is undertaken, document it in writing and keep it on file.

Adhere to the EIA Records Management Policy and Procedure.

Maintaining and reporting staff profiles, granting and researching outcomes information in an accurate and timely manner.

Reporting on any suspected cases of academic misconduct to the Course or Unit Coordinator, or the Academic Director. See the Academic Misconduct Reporting Diagram.

6.1.9 Identifying and Reporting an Academic Misconduct

All staff members must report the academic misconduct of staff when the behaviour or action is detected according to the Academic Misconduct Reporting Diagram.

A staff member should report to the immediate manager or the Academic Director in the case of detection of academic misconduct.

If the Academic Director is alleged with academic misconduct, it should be reported to the EIA General Manager.

If the EIA General Manager is alleged with academic misconduct, it should be reported to the Chair or the EIA Board of Directors.

6.2.0 Preliminary Investigation of an Academic Misconduct

The responsible manager or officer who has received a report of academic misconduct must set up a preliminary discussion with the alleged staff and collect all information within five business days of the report.

The responsible manager or officer must review the information and evidence to decide if a case of academic misconduct can be established within five business days of the report.

If there is no supporting evidence for academic misconduct after the preliminary investigation, the responsible manager or officer must notify the reporting staff and the

alleged staff of the outcome, and provide both with workplace counselling and guidance on academic integrity and misconduct within five days of the report.

If there is supporting evidence for academic misconduct, the responsible manager or officer must prepare a case file and report it to the Academic Director/General Manager.

6.2.1 Formal Review and Investigation outcome

a) A review meeting is be conducted by the Academic Director to investigate alleged academic misconduct by a staff member formally.

b) The Academic Director must schedule a meeting within 5-20 business days of the reporting. The review must allow the staff member to explain events and attempt to establish a detailed account of what happened.

c) The staff may respond to the allegation in writing or person. The staff must notify the Academic Director how they intend to respond to the meeting.

d) If the staff does not respond to the report in writing or person, the formal review meeting should proceed in their absence.

e) The formal review must apply the balance of probabilities test in determining whether academic misconduct has taken place, and will:
- employ any reasonable legal methods, including but not limited to the discussion of the case details with the person who made the report, online searches, interviews with the staff or other proof of evidence to conduct the meeting;
- apply impartiality and openness and conduct their duties without prejudice;
- consider all findings, facts and other evidence that is relevant to the case;
- maintain confidentiality about all matters.

f) The Academic Director must notify the alleged staff member with the investigation outcome in writing within five business days of the formal review meeting.

g) If the formal review result decides that there is no finding of academic misconduct, the Academic Director must notify the reporting staff and the alleged staff member of the outcomes and provide them workplace counselling and guidance on academic integrity and misconduct.

h) If the formal review concludes that the staff is found to have attempted or committed academic misconduct, the Academic Director must:
- if it is minor misconduct, the Academic Director must provide an opportunity to respond to the staff before reaching an outcome;
- if it is major misconduct, the Academic Director must notify the General Manager, who must conduct a formal review and decide whether to appoint an independent reviewer for the formal review.

i) After deliberating the evidence, discussion and response by the staff, if the investigation finds that the staff has committed academic misconduct, the Academic Director or responsible officer:
- must provide formal notification to the staff about the investigation outcome with information about the appeals policy and procedure;
- collate and record all investigation information, data and outcome in the staff member's file;
- include the incident in the Academic Misconduct Register; and
- notify the Academic Board and/or the Board of Directors if it is major misconduct to trigger a formal review of existing policy and procedure that may be breached and improve the areas for enhanced quality assurance.

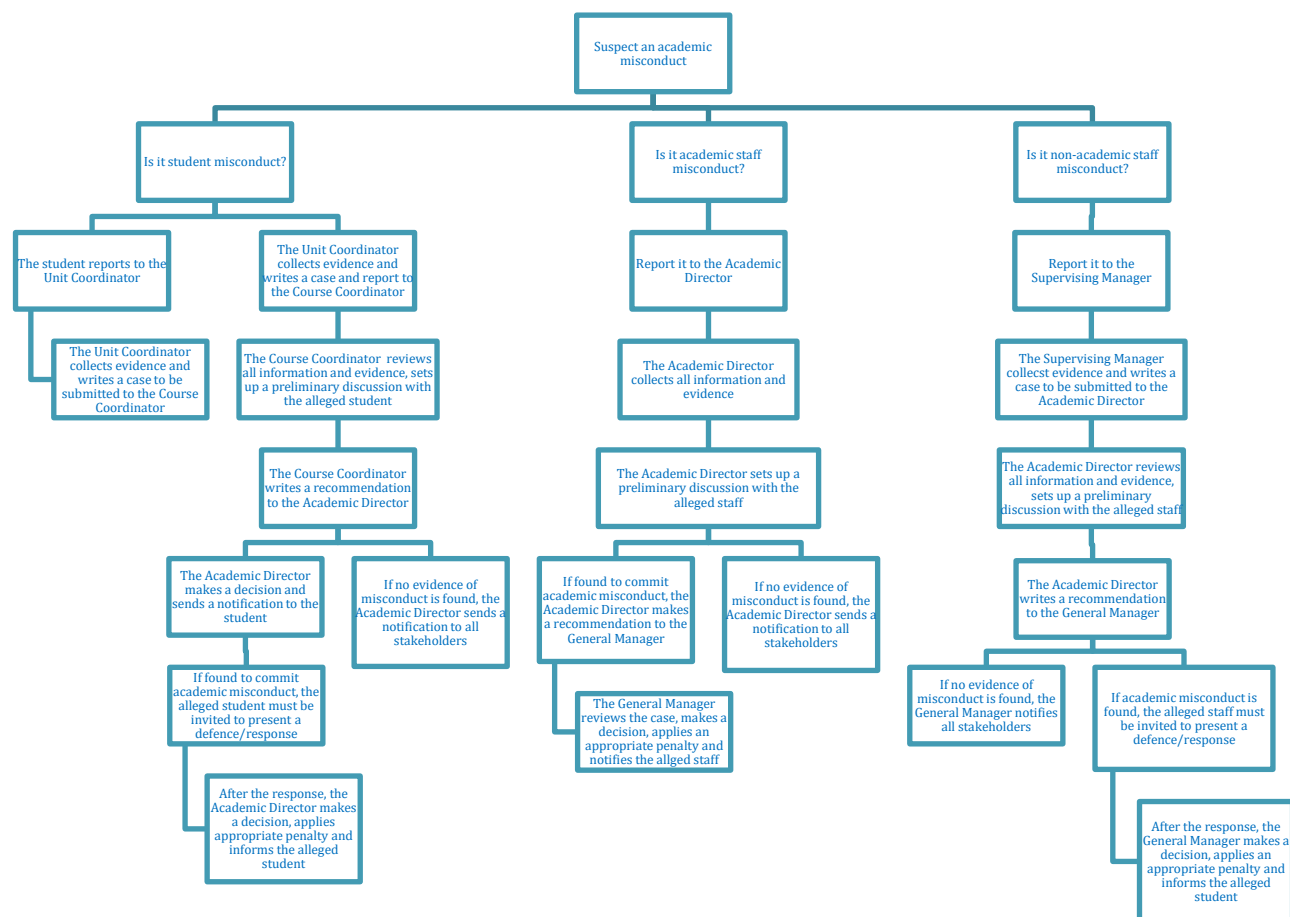Refer to Staff Grievance and Appeals Policy and Procedure.

6.2.2 Penalties

a) EIA emphasises the importance of ensuring fairness, equity and impartiality when it comes to assessing and imposing the outcomes of academic misconduct. A consistent approach is important to ensure those who have committed academic misconduct must receive an appropriate penalty in a transparent and accountable environment. The Academic Misconduct Penalty Diagram is used to ensure consistency and objectivity in the penalty imposed.

b) Depending on the severity of the misconduct, staff who are found to commit academic misconduct as a result of genuine ignorance or misunderstanding of the policy are required to receive guidance and training by the academic integrity policy and receive one of the disciplinary actions:

- in the case of a publication, provide additional information to properly acknowledge the contribution of ideas or the work of the original author(s) or researcher(s) to the publisher of the academic work;
- in the case of a publication, retract the academic work from the publisher and make a public apology to the publisher and the academic community with regards to the academic misconduct;
- a demotion from the staff's current position or role;
- an employment termination from EIA.

6.2.3 Formal Monitoring and Review

EIA recognises the adverse impact of academic misconduct, especially plagiarism and contract cheating, on the quality of learning outcomes for its students and the wider higher education sector. EIA prioritises upholding academic integrity in its operation by establishing monitoring and review mechanisms in its formal quality review procedures by:

- Including academic integrity reporting as part of every unit Examiner's Report each semester to provide ongoing information and data for policy and procedure development;

- Establishing academic integrity discussion as a rolling agenda item for the Course Advisory Committee and the Academic Board so that further improvement of policy and procedure is undertaken;

- Setting-up an Academic Misconduct Register, which must be reviewed by the Academic Director every semester and present an annual report to the General Manager and the Risk Management Committee. The Academic Misconduct Register database must be maintained in a central location and be password-protected. The access to the database is restricted to the Course Coordinator, Academic Director and General Manager. The Academic Director must prepare the annual report by considering various data sources of information and feedback from students, staff members, regulators, boards, committees and the executive team.

Academic Misconduct Reporting Diagram

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                                    ┌─────────────────────┐
                                    │ Suspect an academic │
                                    │     misconduct      │
                                    └─────────────────────┘
          ┌──────────────────────────────────┼──────────────────────────────────┐
  ┌──────────────────┐            ┌──────────────────┐            ┌──────────────────┐
  │ Is it student    │            │ Is it academic   │            │ Is it non-academic│
  │ misconduct?      │            │ staff misconduct?│            │ staff misconduct? │
  └──────────────────┘            └──────────────────┘            └──────────────────┘
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Is it student misconduct?

- The student reports to the Unit Coordinator
  - The Unit Coordinator collects evidence and writes a case to be submitted to the Course Coordinator
- The Unit Coordinator collects evidence and writes a case and report to the Course Coordinator
  - The Course Coordinator reviews all information and evidence, sets up a preliminary discussion with the alleged student
  - The Course Coordinator writes a recommendation to the Academic Director
    - The Academic Director makes a decision and sends a notification to the student
      - If found to commit academic misconduct, the alleged student must be invited to present a defence/response
        - After the response, the Academic Director makes a decision, applies appropriate penalty and informs the alleged student
    - If no evidence of misconduct is found, the Academic Director sends a notification to all stakeholders

Is it academic staff misconduct?

- Report it to the Academic Director
  - The Academic Director collects all information and evidence
  - The Academic Director sets up a preliminary discussion with the alleged staff
    - If found to commit academic misconduct, the Academic Director makes a recommendation to the General Manager
      - The General Manager reviews the case, makes a decision, applies an appropriate penalty and notifies the alleged staff
    - If no evidence of misconduct is found, the Academic Director sends a notification to all stakeholders

Is it non-academic staff misconduct?

- Report it to the Supervising Manager
  - The Supervising Manager collect evidence and writes a case to be submitted to the Academic Director
  - The Academic Director reviews all information and evidence, sets up a preliminary discussion with the alleged staff
  - The Academic Director writes a recommendation to the General Manager
    - If no evidence of misconduct is found, the General Manager notifies all stakeholders
    - If academic misconduct is found, the alleged staff must be invited to present a defence/response
      - After the response, the General Manager makes a decision, applies an appropriate penalty and informs the alleged student

Academic Integrity Policy and Procedures
v1.1, 23 May 2019

Page **11** of **12**

Edvantage Institute Australia Pty. Ltd.
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