

## Student Academic Integrity Policy

<b>1. Purpose</b>	This Policy is in place to ensure that EIA is committed to promoting, supporting and upholding student academic integrity. The Policy defines what constitutes academic misconduct.
<b>2. Regulatory Alignment</b>	HESF: 5.2 Academic and Research Integrity; 6.2 Corporate Monitoring and Accountability; 6.3 Academic Governance; 7.2 Information for Prospective and Current Students; 7.3 Information Management
<b>3. Scope</b>	This policy applies to all EIA students and staff who are involved in educating and monitoring student academic integrity.
<b>4. Policy</b>	
<b>4.1 General</b>	<p>4.1.1 This Policy ensures academic integrity and recognises and supports high ethical standards which students at EIA are expected to practise in their study and behaviour. The policy entails:</p> <ul style="list-style-type: none"> <li>a. EIA providing a safeguard against any violations of student academic integrity;</li> <li>b. EIA providing guidance and training to inform students about the principles of academic integrity and skills in preventing academic misconduct;</li> <li>c. EIA providing a monitoring and feedback system by collecting data and analysing cases of academic misconduct, which may be used as a risk-based approach to aid in preventing recurrence and new violations of academic integrity.</li> </ul>
<b>4.2 Policy Requirements</b>	<p>4.2.1 EIA requires all students to adhere to the principles of academic integrity in their study.</p> <p>4.2.2 EIA requires all academic, higher education administration and support staff and students to be aware of the organisation's policies and procedures regarding the expected level and types of academic integrity and penalties associated with any academic misconduct.</p> <p>4.2.3 EIA provides clear guidance, training and preventative measures for all academic and higher education administration and support staff and students, regarding expected academic integrity standards and requirements, including recognising and reporting academic misconduct and the appropriate channels used to manage it.</p> <p>4.2.4 EIA provides clear guidance and training for all academic and higher education administration and support</p>

	<p>staff and students about the nature and form of academic misconduct. Academic misconduct includes:</p> <ul style="list-style-type: none"> <li>a. Plagiarism, including contract cheating or the action of using unauthorised scholarly work, (published and unpublished work), misrepresenting others' work as one's own work, violating copyright and intellectual property laws and regulations applied to scholarly and commercial information and data; and</li> <li>b. 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 unfair academic advantage.</li> </ul> <p>4.2.5 If a student is asked to submit their own work, it explicitly prohibits the use of artificial intelligence tools (e.g. ChatGPT) to create content. Intentionally using a third-party, including AI technologies, to produce any assignment (whether paid or unpaid) that the student submits as their own work constitutes deliberate cheating and falls under academic misconduct. The only time students can use AI tools is when they are explicitly asked for in the assignment.</p> <p>4.2.6 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.</p> <p>4.2.7 EIA expects all students to uphold the highest level of academic integrity in submitting original and authentic personal information, work and ideas when applying for and enrolling to study. This includes course and unit activities and assessments to be measured against relevant learning outcomes, and any information that affects the access to an opportunity or outcomes of an assessment for course admission and recognition of prior learning.</p> <p>4.2.8 Academic misconduct and the breach of academic integrity is treated seriously and will be responded to in a fair, transparent, consistent and timely manner.</p> <p>4.2.9 EIA reserves the right to undertake an investigation and any resultant disciplinary actions towards all previously and currently enrolled (including those on any form of leave) students should an allegation of academic misconduct committed by students be made during their enrolment at EIA.</p> <p>4.2.10 Disciplinary actions will follow when academic misconduct has been proven during a student's enrolment with EIA.</p> <p>4.2.11 EIA will not discriminate or disadvantage any person who reports alleged academic misconduct. The</p>
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		<p>reporting party and the alleged misconducting party will be treated with fairness and impartiality, and their privacy upheld, and provided with an equal opportunity to present their cases and access to information and support when needed.</p> <p>4.2.12 EIA places an emphasis on providing education and training to the first-time offender of academic misconduct, and treats this as an opportunity for learning rather than applying harsh and terminative penalties.</p> <p>4.2.13 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.</p> <p>4.2.14 The records of the investigation and any outcomes will be kept securely and confidentially, in accordance with EIA's ICT Security Policy and ICT Security Procedure.</p>
<b>Administrative Details</b>		
<b>Policy Owner</b>		Managing Director
<b>Implementation Officer</b>		Dean
<b>Approved Authority</b>		Academic Board
<b>Definitions</b>		See <a href="#">EIA Glossary of Terms</a>
<b>Version History</b>		
<b>Version</b>	<b>Approved/Effective Date</b>	<b>Amendments</b>
1.1	23/05/2019	Change company name to Edvantage Institute Australia (EIA)
1.2	14/09/2022	<ul style="list-style-type: none"> <li>Separated student and staff academic integrity policy and procedure</li> <li>Updated the procedure as per the current operations</li> <li>Added the Academic Misconduct Penalty Diagram</li> </ul>
2.0	13/07/2023	<ul style="list-style-type: none"> <li>Separated policy from procedure</li> <li>Moved Definitions to <a href="#">EIA Glossary of Terms</a></li> </ul>