

Student Academic Integrity Procedure

1. Purpose	This Procedure describes EIA's processes for identifying, reporting, and the implementation of actions in response to a report of academic misconduct.	
2. Scope	This Procedure applies to all EIA students and staff who are involved in educating and monitoring student academic integrity.	
3. Procedure	<p>This procedure covers only academic misconduct. Non-academic misconduct is addressed in the Student Code of Conduct Policy and Student Code of Conduct Procedure. It is expected that staff and students will make every effort possible to reduce the chances and opportunities for academic misconduct to take place.</p> <p>The Procedure constitutes structured processes on Preventative Measures, Identifying and Reporting Academic Misconduct, Preliminary Investigation of Academic Misconduct, Formal Review and Investigation Outcome and Penalties.</p>	
Element	Procedure	Key Accountability
3.1 Preventative Measures: Informing and Educating about Academic Integrity	<p>3.1.1 Information about the Student Academic Integrity Policy and Procedure will be distributed during the students' lifecycle at EIA through.</p> <ul style="list-style-type: none"> a. Orientation week: The Student Academic Integrity Policy and Procedure and the Academic Integrity Module are introduced to new students as part of the orientation sessions; b. Academic Integrity Module (AIM): It is compulsory that all new students must complete the AIM accessible on the Learning Management System and achieve a pass rate of 100% in the quiz. For those students who have not completed AIM by the end of their first study period, EIA may withhold the release of the grades of the units in which students have enrolled; c. Mentoring: Each trimester, the EIA Learning Advisor will organize multiple AIM sessions to help new students understand academic integrity and complete the AIM. The mentoring program is also implemented via student associations, which may participate and engage with new students during the orientation week and other events throughout the course of study; d. Study Skills Workshops: Students are given guidance and training in learning and study skills, including but not limited to academic integrity, academic writing, 	Students; Academic Support Officer; Learning Advisor

	referencing, effective note taking, critical thinking and constructing arguments, and understanding the assignment question especially for the LOTE subgroup. Students are also encouraged to join drop-in sessions to receive individual support from the Learning Advisor.	
3.2 Identifying and Reporting Academic Misconduct	<p>3.2.1 Students must attach a declaration form acknowledging the originality and authenticity for every assessment submitted in a unit of study, which states that they understand the academic integrity policy and the consequences of any academic misconduct.</p> <p>3.2.2 For the submission of written work, the marker compares similarities of submitted work of students by using the text-matching software embedded in the Learning Management System. The results of a plagiarism check are in the form of a percentage of similarity with identified sources of information which highlights and indicates the reason for similarity. This can be used as supporting evidence in an academic misconduct hearing.</p> <p>3.2.3 Similarity sometimes arises from the use of the same resources and references. In such cases, it should not be considered as part of the similarity percentage.</p> <p>3.2.4 In the case of contract cheating, the text-matching software may not be effective as a detection tool. Markers shall use a combination of methods or approach to prevent and/or determine the possibility of contract cheating.</p> <p>3.2.5 Where a student is suspected of academic misconduct, the responsible marker should complete and submit the incident report to the Course Coordinator together with evidence from the student's work showing how and where the academic misconduct has taken place.</p> <p>3.2.6 Where a student is found cheating, colluding to cheat or displaying an intent to cheat during a formal examination process, the principal 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 confirming or disconfirming the alleged misconduct.</p> <p>3.2.7 The principal invigilator must send the answer booklets with the incident report in a specially marked envelope immediately to the Course Coordinator. The answer booklet(s) must be assessed by the responsible Course Coordinator who then must provide a grade based on the answers in the booklet and enter the details in the Academic Misconduct Register.</p>	Students; Markers/Lecturers; Academic Support Officer; Course Coordinator

3.3 Preliminary Investigation of Academic Misconduct	<p>3.3.1 The Course Coordinator conducts a preliminary investigation and reviews evidence for all academic misconduct allegations.</p> <p>3.3.2 Where a student is found to have not committed 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 Course Coordinator or delegate will assess the student work and award the grade to the student as per normal procedure. If the assessment has not been completed, the Course Coordinator will arrange and schedule an alternative assessment for the student.</p> <p>3.3.3 Where there is evidence of a student having committed academic misconduct:</p> <ul style="list-style-type: none"> a. The Course Coordinator informs the Academic Support Officer (ASO) responsible for opening a case file, including previous files related to the alleged student; b. The ASO notifies the student in writing within five business days about the allegation of academic misconduct being detected 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; and c. The ASO will organise and schedule the hearing process and notify the Student Progress and Examination Committee, collect all relevant information and data, and maintain privacy and confidentiality. The hearing allows students to explain events and establish a detailed account of what happened. The hearing may take place on campus or online. The hearing will be chaired by the relevant Course Coordinator and attended by the relevant teaching staff and the ASO. The ASO will file the meeting records and evidence for the Academic Integrity Panel (AIP) to review. <p>3.3.4 A student who has allegedly committed academic misconduct shall be entitled to remain enrolled during the investigation, including during the internal appeal process.</p>	<p>Students; Course Coordinator; Academic Support Officer; Academic Integrity Panel; Student Progress and Examination Committee</p>
3.4 Formal Review and Investigation Outcome	<p>3.4.1 Following either the presence or absence of the alleged student for the hearing, a formal review meeting will be set up to conclude the investigation into the allegation. The formal review will be conducted by the AIP, composed of the ASO, the relevant Course Coordinator and the Learning Advisor.</p> <p>3.4.2 The meeting must be scheduled to take place within 10 business days from the date of</p>	<p>Academic Integrity Panel; Academic Support Officer;</p>

	<p>the hearing.</p> <p>3.4.3 The AIP members will apply the balance of probabilities test in determining whether academic misconduct has taken place, and will:</p> <ul style="list-style-type: none"> a. 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; b. Apply impartiality and openness and conduct their duties without prejudice; c. Consider all findings, facts and evidence that are relevant to the case; and d. Maintain confidentiality about all matters. <p>3.4.4 Where academic misconduct is committed in a unit(s) that formed part of an award received by the student, the student will be deemed to have 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.</p> <p>3.4.5 The ASO will notify the alleged students with outcome of the review in writing within 5 business days of the formal review meeting.</p> <p>3.4.6 If the formal review determines that it is not a case of academic misconduct, the ASO will then ask a second marker to mark the work, even if the work submitted by the alleged student has been marked. The result will be recorded as is.</p> <p>3.4.7 If the formal review concludes that the student is found to have attempted or committed academic misconduct, the ASO will:</p> <ul style="list-style-type: none"> a. Finalise the outcome on the assessment task and the unit of study involved (see Penalties Section); b. Record the student in the Academic Misconduct Register; c. Provide formal notification to the student about the formal review outcome with information about the appeals policy and procedure; and d. Collates and records all investigation information, data and outcomes in the student's file. 	
3.5 Penalties	<p>3.5.1 The Academic Misconduct Penalty Diagram (Appendix A) is used to ensure consistency and objectivity in the penalty imposed.</p>	Students; Academic Integrity

	<div>3.5.2 Where a student has a recorded misconduct and has been given sufficient time to receive AIM education and receive remedial action (normally one study period) and the student is concluded to have committed misconduct again, the penalty will escalate to the next level in the Diagram.</div> <div>3.5.3 Where a case of academic misconduct is not included in the Academic Misconduct Penalty Diagram, the AIP shall consult with the Dean on the appropriate penalty and process that will apply.</div> <div>3.5.4 Where a student receives the penalty of enrolment exclusion, the student will receive the Intention to Cancel Enrolment Letter from EIA.</div> <div>3.5.5 In accordance with EIA’s Student Complaints and Appeals Policy, students have the right to appeal the outcome of any investigation and any penalty applied under this Policy</div>	Panel; Dean; Academic Support Officer
Administrative Details		
Procedure Owner	Managing Director	
Implementation Officer	Dean	
Approved Authority	Managing Director	
Definitions	See EIA Glossary of Terms	
Version History		
Version	Approved/Effective Date	Amendments
1.1	23/05/2019	Change company name to Edvantage Institute Australia (EIA)
1.2	14/09/2022	<ul style="list-style-type: none">Separated student and staff academic integrity policy and procedureUpdated the procedure as per the current operations Added the Academic Misconduct Penalty Diagram
2.0		<ul style="list-style-type: none">Separated policy from procedure Moved Definitions to EIA Glossary of Terms

Appendix A

Academic Misconduct Penalty Diagram

Level	Misconduct	Penalty
1	<p><u>For the 1st minor offence:</u></p> <p>Poor referencing, poor paraphrasing (only changing a few words in a sentence/paragraph, rather than rewriting in own words).</p> <p>Copying and pasting text without acknowledging the sources.</p>	<p>Student re-submit the work within 72 hours from the receipt of the AIP review outcome. Student will receive a no higher than a Pass mark or zero if no submission is received within the defined time frame.</p> <p>Student re-complete the AIM and attend the Study Skills Workshop on AIM and referencing.</p>
2	<p><u>For the 2nd minor offence or 1st major offence:</u></p> <p>Serious plagiarism.</p> <p>Attempting to copy from another student in an examination. Referring to prohibited materials of any type during the examination taking time.</p> <p>Collusion in assignment.</p> <p>Contract cheating.</p>	<p>Fail the assessment/exam (zero mark)</p> <p>Student re-complete the AIM and attend the Study Skills Workshop on AIM and referencing.</p>
3	<p><u>For the 3rd minor offence or 2nd major offence:</u></p> <p>Serious plagiarism.</p> <p>Attempting to copy from another student in an examination. Referring to prohibited materials of any type during the examination taking time.</p> <p>Repeated Collusion in assignment.</p> <p>Contract cheating.</p>	<p>Fail the unit (zero mark)</p> <p>Student re-complete the AIM and attend the Study Skills Workshop on AIM and referencing.</p>
4	<p>For the 4th repeated minor offence of any of the nature of misconduct or the 3rd offence on contract cheating.</p>	<p>Exclusion</p>

Appendix B

Academic Misconduct Reporting Diagram

