



## **Student Academic Integrity Policy**

### **1. Purpose**

This Policy establishes how EIA promotes, supports, and upholds academic integrity and defines academic misconduct. EIA is committed to promoting a culture of integrity based on the principles of: Honesty, trust, fairness, respect, responsibility and courage.

### **2. Regulatory Alignment**

The policy aligns with Higher Education Standards Framework (HESFO, including:

- Standard 5.2 Academic and Research Integrity;
- Standard 6.2 Corporate Monitoring and Accountability;
- Standard 6.3 Academic Governance;
- Standard 7.2 and 7.3 Information Management

### **3. Scope**

This policy applies to:

- All students
- Academic staff
- Professional and support staff
- All teaching, learning, assessment, and research activities

## 4. Policy

### 4.1 General

- 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:
- a. EIA providing a safeguard against any violations of student academic integrity;
  - b. EIA providing guidance and training to inform students about the principles of academic integrity and skills in preventing academic misconduct;
  - c. EIA provides 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.
  - d. EIA maintains an Academic Misconduct Register to record, monitor and report all allegations and outcomes of academic misconduct for quality assurance and governance purposes.

### 4.2 Policy Requirements

- 4.2.1 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.
- 4.2.2 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.
- 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.
- 4.2.4 EIA provides clear guidance and training for all staff and students about the nature and form of academic misconduct. Academic misconduct includes:
- a. Plagiarism, including contract cheating or the action of using unauthorised scholarly work, misrepresenting others' work as one's own work, violating copyright and intellectual property laws;
  - 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.
  - c. Fabrication or falsification of data, information, or documents;
  - d. Self-plagiarism, including re-use of previously submitted work without approval;
  - e. 'Free-riding' or inadequate contribution in group assessments.

- f. Misuse of artificial intelligence tools, including failure to acknowledge permitted use, or using AI tools to generate content that is presented as a student's own work.

4.2.5 If a student is asked to submit their own work, the use of artificial intelligence tools (e.g., ChatGPT) to generate content is prohibited unless explicitly permitted in the assignment instructions.

Where AI use is permitted, students must

- a. clearly acknowledge the use of AI tools ;
- b. describe how they were used in the preparation of their work; and
- c. Ensure that final submission reflects their own understanding, critical thinking, and achievement of the relevant learning outcomes.

The following will be considered academic misconduct:

- Submitting AI-generated work as one's own;
- Using AI tools where explicitly prohibited;
- Using AI tools to bypass learning or assessment requirements;
- Failing to acknowledge the use of AI tools where required.

Using unauthorised AI tools to complete assessments is considered a serious breach of academic integrity and may result in significant penalties.

**Note:** Detailed requirements for the ethical and appropriate use of artificial intelligence are outlined in the *EIA Generative Artificial Intelligence (GenAI) Guidelines for Staff and Students*.

- 4.2.6 EIA expects all staff to maintain fairness, equity and honesty when providing student services, handling student data and academic activities.
- 4.2.7 EIA expects all students to uphold the highest level of academic integrity in submitting original and authentic work and information.
- 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.
- 4.2.9 EIA reserves the right to undertake an investigation and any resultant disciplinary actions towards all current and previously enrolled (including those

on any form of leave) students where misconduct is alleged.

4.2.10 Disciplinary actions will follow when academic misconduct has been proven.

4.2.11 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, and their privacy will be upheld, and they will be provided with an equal opportunity to present their cases and access to information and support when needed.

4.2.12 EIA places an emphasis on providing education and training to first-time offenders of academic misconduct, treating this as an opportunity for learning rather than imposing harsh penalties.

4.2.13 EIA will protect all parties involved in the academic misconduct investigation.

4.2.14 Records of investigation and any outcomes will be kept securely and confidentially, in accordance with EIA's ICT Security Policy and Procedure.

4.2.15 EIA requires that:

- Assessment instructions clearly specify whether the use of artificial intelligence tools is permitted, restricted or prohibited;
- Academic staff design assessments, where appropriate, to minimise the risk of academic misconduct, including misuse of AI tools;
- Students may be required to provide evidence of authorship where academic integrity concerns arise.

## **5. Academic Integrity Education**

**5.1** EIA will provide academic integrity training and resources to students, including access to materials via the Learning Management System.

**5.2** All commencing students are required to complete an Academic Integrity Module (or equivalent training) during their initial study period. Academic integrity training will include guidance on the ethical use of artificial intelligence tools, including how to appropriately acknowledge AI use and avoid academic misconduct. Failure to complete this requirement may result in administrative restrictions, including withholding of results.

## **6. Governance and Responsibilities**

EIA adopts a structured approach to academic integrity governance to ensure accountability, consistency, and fairness in the management of academic misconduct.

## 6.1 Academic Board

The Academic Board is responsible for:

- Providing oversight of academic integrity across EIA
- Approving and monitoring the effectiveness of this policy
- Monitoring trends, risks, and outcomes of academic misconduct
- Ensuring compliance with the Higher Education Standards Framework (HESF)

## 6.2 Dean

The Dean is responsible for:

- Implementing and enforcing this Policy
- Acting as the financial decision-maker in academic misconduct cases
- Ensuring consistency and fairness in the application of outcomes and penalties
- Maintaining oversight of the Academic Misconduct Register
- Reporting academic integrity matters and trends to the Academic Board
- Managing serious or escalated cases of academic misconduct

## 6.3 Course Coordinators

Course Coordinators are responsible for:

- Overseeing the consistent application of academic integrity requirements across relevant units
- Ensuring assessment design aligns with unit learning outcomes and clearly specifies academic integrity expectations, including AI use requirements
- Providing guidance to academic staff on identifying academic misconduct and applying appropriate responses
- Monitor academic misconduct trends with their units
- Reviewing and escalating complex or repeated cases to the Dean
- Supporting quality assurance and continuous improvement in teaching and assessment practices

#### 6.4 Academic Staff

Academic Staff are responsible for:

- Acting as the first point of investigation for suspected academic misconduct
- Identifying potential breaches such as plagiarism, collusion, and unauthorised AI use
- Gathering and reviewing relevant evidence
- Providing the student with an opportunity to respond by conducting discussions with the student regarding the allegation (with a support person if required)
- Making a recommendation on the outcome for minor cases where appropriate
- Referring serious or complex cases to the Course Coordinator or Dean
- Providing guidance and educational support, particularly for first-time or minor breaches
- Promoting academic integrity in teaching and assessment activities

#### 6.5 Academic Support Officer

The Academic Support Officer is responsible for:

- Contacting the student upon receipt of an academic misconduct allegation
- Coordinating and arranging meetings/interviews between the student and relevant academic staff to discuss the allegation
- Ensuring the student is provided with:
  - Clear details of the allegation
  - Relevant supporting information
  - The opportunity to respond
  - The option to bring a support person where appropriate
- Supporting the administration of the investigation process by:
  - Maintaining accurate documentation
  - Recording case details in the Academic Misconduct Register

- Coordinating communication between Academic Staff, Course Coordinators, and the Dean
- Formally communicating investigation outcomes to students via official channels, ensuring clarity, consistency, and compliance with institutional requirements
- Maintaining confidentiality and ensuring compliance with institutional policies relating to record management and data protection

| Administrative Details |                                           |                                                                                                                                                                                                                                                                                                                   |
|------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Owner           | General Manager                           |                                                                                                                                                                                                                                                                                                                   |
| Current Version        | V4.0                                      |                                                                                                                                                                                                                                                                                                                   |
| Implementation Officer | Dean                                      |                                                                                                                                                                                                                                                                                                                   |
| Approved Authority     | Academic Board                            |                                                                                                                                                                                                                                                                                                                   |
| Definitions            | See <a href="#">EIA Glossary of Terms</a> |                                                                                                                                                                                                                                                                                                                   |
| Version History        |                                           |                                                                                                                                                                                                                                                                                                                   |
| Version                | Approved/Effective Date                   | Amendments                                                                                                                                                                                                                                                                                                        |
| 1.1                    | 23/05/2019                                | Change the 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> </ul> Moved Definitions to <a href="#">EIA Glossary of Terms</a>                                                                                                                                                                    |
| 3.0                    | 22/10/2024                                | <ul style="list-style-type: none"> <li>• Include formal recognition that the unauthorised use of Generative AI tools without explicit permission now constitutes academic misconduct. This amendment aligns the policy with current trends in technology use and aims to safeguard academic integrity.</li> </ul> |

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|     |            | <ul style="list-style-type: none"> <li>• Clarifies that violations may be penalised under the Academic Integrity Policy and Procedure.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.0 | 10/04/2026 | <ul style="list-style-type: none"> <li>• Added requirement for an Academic Misconduct Register</li> <li>• Clarified roles and responsibilities (Dean, Course Coordinator and Academic Support Officer)</li> <li>• Expanded definitions of misconduct, including fabrication, self-plagiarism, and free-riding</li> <li>• Enhanced AI provisions, including permitted use and acknowledgement requirements</li> <li>• Introduced academic integrity training for commencing students</li> <li>• Adopted a progressive, educative approach to misconduct</li> </ul> |