



## **Student Academic Integrity Procedure**

### **1. Purpose**

This Procedure describes EIA's processes for identifying, reporting, investigating, and determining outcomes in response to allegations of academic misconduct.

This Procedure supports the Student Academic Integrity Policy and ensures that academic misconduct is managed in a fair, transparent, consistent, and timely manner, in accordance with the principles of procedural fairness.

This Procedure also incorporates requirements relating to the appropriate use of artificial intelligence (AI) in academic work, in alignment with the EIA Generative Artificial Intelligence Guidelines.

This Procedure applies to all forms of academic misconduct, including but not limited to plagiarism, collusion, contract cheating, fabrication, falsification, and the unauthorised use of artificial intelligence tools.

This Procedure applies to all learning, teaching, assessment, and related activities conducted by or on behalf of EIA.

### **2. Scope**

This Procedure applies to all EIA students and professional staff involved in teaching, assessing, and monitoring student academic integrity.

This Procedure should be read in conjunction with the Student Academic Integrity Policy.

### 3. Procedure

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.

The Procedure constitutes structured processes on Preventive Measures, Identifying and Reporting Academic Misconduct, Preliminary Investigation of Academic Misconduct, Formal Review and Investigation Outcome and Penalties.

#### 3.1 Preventative Measures

- 3.1.1 Information about the Student Academic Integrity Policy and Procedure will be distributed during the students' lifecycle at EIA through:
- 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 organise 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
  - d. Study Skills Workshops: Students are given guidance and training in learning and study skills, including but not limited to academic integrity, responsible use of AI tools in academic work, academic writing, 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.
- 3.1.2 EIA provides guidance and training on the responsible use of artificial intelligence (AI), including acceptable use, disclosure requirements, and risks associated with misuse, in accordance with the EIA Generative Artificial Intelligence Guidelines.

### 3.2 Identifying and Reporting Academic Misconduct

- 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.
- 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.
- 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.
- 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.
- 3.2.5 Where academic misconduct is suspected, the Academic Staff (lecturer) will:
  - a. Identify and document the suspected misconduct;
  - b. Gather relevant evidence (e.g. similarity reports, assessment scripts, AI indicators);
  - c. Record the allegation in the Academic Misconduct Register; and
  - d. Notify the Academic Support Officer and Course Coordinator.
- 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 their original form until the point of confirming or disconfirming the alleged misconduct.
- 3.2.7 The principal invigilator must immediately send the answer booklets, along with the incident report, in a specially marked envelope to the Course Coordinator. The answer booklet(s) must be assessed by the Course Coordinator, who must then assign a grade based on the answers in the booklet and enter the details in the Academic Misconduct Register.
- 3.2.8 Academic staff must not rely solely on similarity scores or AI detection tools when identifying academic misconduct. A holistic evaluation of evidence must be applied.

### 3.3 Preliminary Investigation of Academic Misconduct

- 3.3.1 Academic Staff act the first of point of investigation and will review evidence, form a preliminary review, and provide a recommendation to the Course Coordinator.
- 3.3.2 Where, following the preliminary review, there is insufficient evidence of academic misconduct:
  - a. The Academic Staff, in consultation with the Course Coordinator, will determine that no further action is required;

- b. The student's work will be marked on its academic merit in accordance with standard assessment processes;
- c. Where appropriate, the Academic Staff may provide guidance to support the student's understanding of academic integrity requirements;
- d. The Academic Support Officer will record the outcome in the Academic Misconduct Register, where applicable, and ensure that no penalty is applied.

**3.3.3** Where there is evidence of potential academic misconduct:

- a. The Academic Support Officer will open a case file and review any previous records of misconduct;
- b. The Academic Support Officer will notify the student in writing within five (5) working days, outlining the nature of the allegation, supporting evidence, and relevant policy and procedure;
- c. The Academic Support Officer will arrange and coordinate an interview between the student and the relevant Academic Staff and Course Coordinator;
- d. The student will be provided an opportunity to respond to the allegation and may bring a support person;
- e. The Academic Support Officer will maintain records of the meeting, evidence, and communication in accordance with confidentiality requirements.

### **3.4 Formal Review and Investigation Outcome**

- 3.4.1** Following the investigation and student interview, the Course Coordinator will review the evidence and make a determination for minor or moderate cases. Serious or repeated cases will be escalated to the Dean for final determination.
- 3.4.2** The meeting must be scheduled to take place within 10 business days of the hearing date.
- 3.4.3** Determination will be made after taking into account all relevant evidence, including the student's explanation, assessment context, and supporting materials. Decisions must be made impartially and with procedural fairness.
- 3.4.4** In cases of contract cheating, text-matching software may not be effective as a detection tool. Markers shall use a combination of methods to prevent and/or assess the possibility of contract cheating.
- 3.4.5** The Academic Support Officer will notify the students of the outcome in writing within five (5) working days of the determination, including details of any penalty and information on appeal rights.
- 3.4.6** Where academic misconduct involves the misuse of artificial intelligence tools, the determination will consider whether the use was permitted,

appropriately disclosed, and consistent with assessment requirements.

### **3.5 Penalties**

- 3.5.1** The Academic Misconduct Penalty Diagram (Appendix A) is used to ensure consistency and objectivity in the penalty imposed; however, outcomes may vary based on the circumstances of each case.
- 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 found to have committed misconduct again, the penalty will escalate to the next level in the Diagram.
- 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.
- 3.5.4** Where a student receives the penalty of enrolment exclusion, the student will receive the Intention to Cancel Enrolment Letter from EIA.
- 3.5.5** Penalties will be applied progressively based on the severity of the misconduct, whether the offence is a first or repeated occurrence, and the intent of the student.

### **3.6 Appeals**

#### **3.6.1 Right to Appeal**

Students have the right to appeal the outcome of any academic misconduct investigation and any penalty applied in accordance with the Student Grievance, Complaints and Appeals Policy and Procedure.

#### **3.6.2 Appeal Process**

Appeal relating to academic misconduct will be managed in accordance with the staged process outlined in the Student Grievance, Complaints and Appeals Policy and Procedure, which includes:

- a. Stage 1: informal discussion with the relevant Academic Staff or Course Coordinator;
- b. Stage 2: Formal internal appeal to the Dean;
- c. Stage 3: Formal internal review to the Dean; and
- d. Stage 4: External appeal to an independent external body (e.g. Commonwealth Ombudsman or Resolution Institute)

### **3.6.3 Lodgment of Appeal**

- Students must lodge an appeal within the timeframes specified in the Student Grievance, Complaints and Appeals Policy and Procedure, typically within 10 working days of receiving an outcome.
- Appeals must be submitted in writing and include supporting evidence.
- Appeal outcomes will be provided within 10 to 20 working days, depending on the stage of the process.

### **3.6.4 Procedural Fairness and Review**

- All appeals will be handled in accordance with principles of procedural fairness, including;
  - The right to be heard;
  - Impartial decision-making;
  - Consideration of all relevant evidence.
- Appeals will be reviewed by staff or committees not involved in the original decision.

### **3.6.5 Outcome of Appeal**

The outcome of an appeal may result in:

- a. The original decision being upheld;
- b. The decision is varied (including adjustment of penalty);
- c. The decision being overtuned, or
- d. Further investigation being required.

### **3.6.6 Notification of Outcome**

- The Academic Support Officer will notify the student of the appeal outcome in writing.
- The notification will include:
  - Reasons for the decision;
  - Any revised outcome or penalty;

- Information on further appeal options, where applicable.

### **3.6.7 Status During Appeal**

- The student's enrolment will be maintained during an internal or external appeal, unless exceptional circumstances apply.

## Appendix A

### Academic Misconduct Penalty Diagram

| Level | Misconduct                                                                                                                                                                                                                                                                                                                                                                                                                                | Penalty                                                                                                                                                                                                                                                                                 |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0     | Unintentional minor breach (e.g. referencing errors, poor paraphrasing without intent to deceive)                                                                                                                                                                                                                                                                                                                                         | Warning + education only (no academic penalty).<br><br>The student may be required to complete the Academic Integrity Module (AIM) or attend support sessions.                                                                                                                          |
| 1     | <u>For the 1<sup>st</sup> minor offence:</u> <ul style="list-style-type: none"> <li>- Inadequate referencing, poor paraphrasing</li> <li>- Copying and pasting text without acknowledging the sources.</li> <li>- Minor breaches of academic integrity without deliberate intent</li> </ul>                                                                                                                                               | Student resubmits the work within <b>72 hours</b> of the receipt of the investigation outcome.<br><br>The maximum grade is capped at Pass, or zero if no submission is received within the timeframe.<br><br>The student must re-complete the AIM and attend the Study Skills Workshop. |
| 2     | <u>For the 2<sup>nd</sup> minor offence or 1<sup>st</sup> major offence:</u> <ul style="list-style-type: none"> <li>- Serious plagiarism.</li> <li>- Collusion in the assessment.</li> <li>- Contract cheating.</li> <li>- Attempting to copy from another student in an examination.</li> <li>- Unauthorised use of artificial intelligence (AI) tools (e.g. generating assessment content without permission or disclosure).</li> </ul> | Fail the assessment/exam (zero mark)<br><br>The student must re-complete the AIM and attend the Study Skills Workshop.                                                                                                                                                                  |



|   |                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                    |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 3 | <u>For the 3<sup>rd</sup> minor offence or 2<sup>nd</sup> major offence:</u> <ul style="list-style-type: none"> <li>- Repeated serious plagiarism</li> <li>- Repeated Collusion</li> <li>- Contract cheating</li> <li>- Unauthorised use of artificial intelligence (AI) tools (e.g. generating assessment content without permission or disclosure)</li> </ul> | <p>Fail the unit (zero mark)</p> <p>The student must re-complete the AIM and attend the Study Skills Workshop.</p> |
| 4 | <p>For repeated serious misconduct:</p> <ul style="list-style-type: none"> <li>- Repeated contract cheating</li> <li>- Persistent academic misconduct</li> <li>- Repeated unauthorised use of AI tools.</li> </ul>                                                                                                                                              | <p>Exclusion from the course</p>                                                                                   |

Penalties are applied based on:

- The severity of the misconduct;
- Whether the offence is a first or repeated occurrence; and
- The intent of the student.

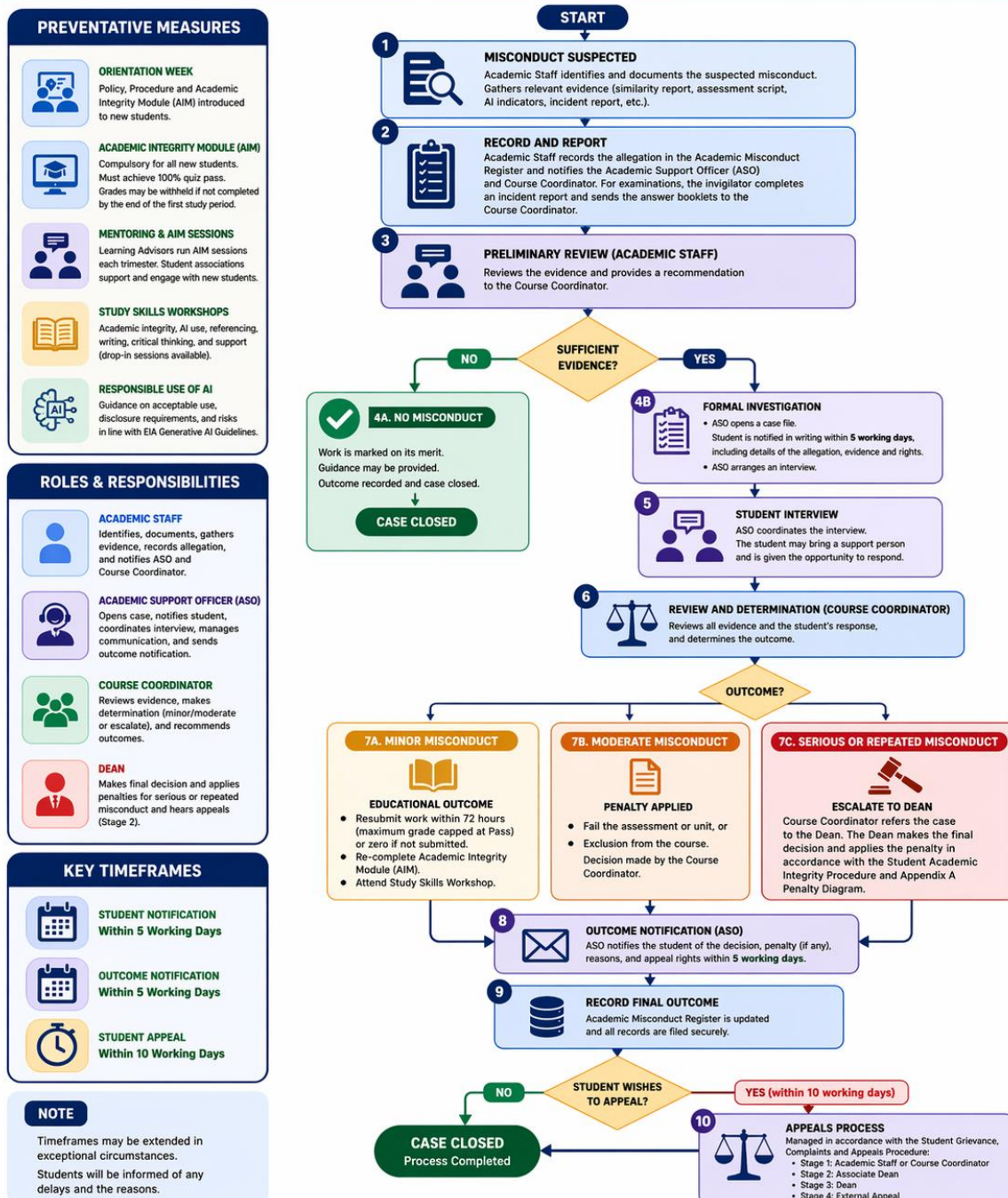
EIA reserves the right to vary penalties based on the specific circumstances of each case.

Previous recorded misconduct in the Academic Misconduct Register will be considered when determining the appropriate penalty level.

## APPENDIX B

# ACADEMIC MISCONDUCT INVESTIGATION WORKFLOW

Edvantage Institute Australia (EIA) – Student Academic Integrity Procedure



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| 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"> <li>Separated student and staff academic integrity policy and procedure</li> <li>Updated the procedure as per the current operations</li> </ul> Added the Academic Misconduct Penalty Diagram                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.0             | 13/07/2023              | <ul style="list-style-type: none"> <li>Separated policy from procedure</li> </ul> Moved Definitions to <u>EIA Glossary of Terms</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.0             | 22/10/2024              | <ul style="list-style-type: none"> <li>Clarifies that violations may be penalised under the Academic Integrity Policy and Procedure.</li> <li>The amended procedure includes provisions to educate students on the responsible and ethical use of Generative AI tools, ensuring that students are aware of both the risks and the proper use of such technologies in their academic work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4.0             | 10/04/2026              | <ul style="list-style-type: none"> <li>Introduced a structured academic misconduct investigation process, including identification, reporting, interview, determination, and outcome notification</li> <li>Clarified roles and responsibilities (Academic Staff, Academic Support Officer, Course Coordinator, Dean)</li> <li>Removed Academic Integrity Panel (AIP) and simplified governance structure</li> <li>Strengthened procedural fairness and evidence-based decision-making</li> <li>Integrated AI misuse considerations into investigation and determination processes</li> <li>Aligned appeals with the Student Grievance, Complaints and Appeals Procedure (Stage 1–4)</li> <li>Updated Academic Misconduct Penalty Diagram, including AI-related misconduct and progressive penalty approach</li> <li>Added clear timelines for notification and appeal processes</li> <li>Introduced Academic Support Officer (ASO) role in case coordination, communication, and record management</li> </ul> |

| Administrative Details |                                  |
|------------------------|----------------------------------|
| Procedure Owner        | General Manager                  |
| Current Version        | V4.0                             |
| Implementation Officer | Dean                             |
| Approved Authority     | General Manager                  |
| Definitions            | See <u>EIA Glossary of Terms</u> |