



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

STAFF ACADEMIC INTEGRITY POLICY AND PROCEDURE

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Purpose

It is part of the College's mission, vision and values to foster a scholarly community and environment that deals forthrightly with any possible or actual breaches of academic integrity, including breaches amounting to academic fraud. The College regards any conduct relating to, conducive to, or indicative of, a lack of academic integrity as a serious disciplinary matter. As such, the College requires all members of staff to maintain the highest standards of academic conduct and integrity applicable to their employment and employment-related related duties, responsibilities and activities; and, in particular, to:

- (a) be aware of the seriousness of academic fraud and misconduct;
- (b) avoid any conduct likely to lead to academic fraud or any other breach of integrity;
- (c) immediately report any matters relating to, amounting to, or indicative of, academic fraud and/or misconduct to the Chief Executive and/or the Chief Academic Officer.

Scope

This policy applies to all staff of the College with respect to the conduct of their employment related duties and the fulfilment of their various employment related responsibilities. The policy also applies to the conduct of staff persons in their personal study, scholarship and research to the extent that any fraud or misconduct impinges on: (a) the reputation of the College, and/or (b) the credibility of the staff person in maintaining a position of academic leadership and/or authority in the context of their employment.

This Policy should be read in conjunction with all other relevant College policies and procedures. This policy does not take precedence over any legal, legislative or regulatory obligations or responsibilities of the College.

Definitions

Academic fraud/misconduct is any form of academic dishonesty that involves making a false representation in order to gain an unjust advantage for oneself and/or another person. Without limiting the generality of this definition, academic fraud/misconduct may involve any or all the following actions whether for the advantage of an individual student, a group of students, another staff-person or persons, or the staff-person themselves:

- (a) claiming or submitting the research or academic work of another as one's own;
- (b) procuring, providing, accepting or using any materials containing questions or answers to any examination or assignment without proper authorisation;
- (c) completing, or attempting to complete, any assignment or examination for another individual without proper authorisation;
- (d) in part or in full, allowing any examination or assignment to be completed for oneself, or by oneself for another person, without proper authorisation;
- (e) fabricating or falsifying assessment processes and/or procedures, including awarding unwarranted or unearned marks or grades to students for assessable work;
- (f) altering, appropriating, destroying or otherwise interfering with documentation or data related to student assessment;
- (g) altering, appropriating, destroying or otherwise interfering with documentation or data related to one's own research or academic assessment or achievement;
- (h) arranging fraudulent academic credit or false transcripts or other documentation (e.g., letters, file notes, e-mails, etc.) for a prospective or enrolled student or staff-person;
- (i) not reporting, or otherwise knowingly withholding information concerning, fraudulent behaviour or incite to fraudulent behaviour by any student and/or staff member.

Procedure on Allegations of Academic Fraud/Misconduct relating to Members of Staff

1. Where it appears to the Chief Executive, in consultation with the Chief Academic Officer, that a member of staff may have engaged in conduct amounting to academic fraud he/she shall appoint a committee comprising the:
 - (a) Chief Academic Officer;
 - (b) Director of Quality;
 - (c) Director of Research, if the misconduct relates to research;
 - (d) Two senior academic staff managers, usually Heads of School.
2. If any of the above persons are the named person in the allegation, they will be replaced by a suitable person at the Chief Executive's discretion.
3. The committee shall investigate and report on the matter. It shall, at its first meeting, select the chairman and a member ('the presenting member') whose function it shall be to assemble, assess and present to the committee evidence which may show that the individual concerned has engaged in conduct amounting to academic fraud.
4. This presentation of evidence shall be made in writing and be made available to the individual concerned not less than seven days before the first meeting of the committee at which evidence is to be heard. The individual concerned shall be required to attend all meetings of the committee at which evidence is to be heard. He or she shall be entitled to be accompanied by a friend or representative.
5. The presenting member shall not supplement or explain the written presentation except at a meeting to which the individual concerned has been required to attend.
6. All proceedings, except the committee's deliberations on the evidence, shall be conducted in the presence of the individual concerned unless, having been required to attend, the individual concerned fails to do so.
7. The committee shall hear representations from or on behalf of the individual concerned. The individual concerned shall be given an opportunity to reply, in writing and orally and either directly or through his/her representative, to the written presentation and to all subsequent evidence presented in his/her presence to the committee.
8. The presenting member and the individual concerned, or his/her representative, shall be entitled to call witnesses. Witnesses may be questioned by any committee member and by or on behalf of the individual concerned. Witnesses are not permitted to remain after they have given evidence to the committee.
9. The presenting member shall not take part in the committee's deliberations on its report and recommendation.
10. The quorum for committee meetings shall be the presenting member and three other members of the committee. The committee shall have the right to adjourn its meetings from time to time. No committee member shall be entitled to vote in favour of a proposal adverse to the interests of the individual concerned unless present throughout all meetings of the committee.
11. The committee will report to the Chief Executive. The committee's report to the Chief Executive shall state whether or not the committee is satisfied beyond reasonable doubt that the individual concerned had engaged in conduct amounting to academic fraud.
12. The committee shall not make a report adverse to the individual concerned unless at least three members of the committee (not including the presenting member) vote in favour of such a report being made.
13. The committee shall make recommendations as to what action should be taken as a result of its findings. No recommendation shall be made which is not supported by at least three members of the committee (not including the presenting member).
14. While maintaining fairness and proportionality, the range of recommendations open to the committee includes, but is not limited to, any or all of the following:
 - (a) a verbal or written warning;

- (b) the requirement for a staff person to withdraw, rescind or amend an assignment or assignment mark, an examination result, a unit grade, a piece of personal research, and/or any similar or related entries or materials.
 - (c) the requirement for a staff-person to make a personal and/or public apology for their actions or behaviour;
 - (d) the requirement to attend counselling and/or ethics sessions, workshops or similar;
 - (e) in the most serious cases, suspension or dismissal.
15. The committee's report and recommendations shall be communicated to the individual concerned. The individual concerned shall be given an opportunity to submit written comments on the report and its recommendations. All such comments shall accompany the report and recommendations when these are sent to the Chief Executive.
16. The Chief Executive shall determine what action shall be taken on the basis of the committee's report.
17. All Excelsia staff involved in the committee's investigation shall have an obligation of confidentiality so as to limit the knowledge of the proceedings to those who need to know.

Other Relevant Documents

Procedures for Alleged Research Misconduct

Staff Handbook

Staff Code of Conduct

Compliance Policy

Performance Management Policy and Procedures