

Detail: Adequate but not excessive detail is provided in relation to reporting, recording, confidentiality and the appeals process.

Example: The University of South Australia has designated Academic Integrity Officers located within faculties who are responsible for managing academic integrity breaches, from the initial identification of the breach, through to communicating and meeting with the student. Staff members with concerns liaise directly with the AIO.

University of South Australia

9.4 Academic Integrity Officers

9.4.1 Each school has at least one member of staff in the role of academic integrity officer. These staff have undertaken appropriate professional development to gain expertise in handling cases of academic misconduct within their discipline. Their role enables:

- a. consistent interpretation and implementation of policy
- b. streamlined management of reported instances of academic misconduct within each discipline, up to the level of involvement of formal committees
- c. consistent use of plagiarism detection tools in sampling and targeting student work within each discipline
- d. consistent judgments to be made on cases of academic misconduct
- e. consistent outcomes when academic misconduct is proven, and
- f. regular reporting to relevant heads of schools, school boards and division teaching and learning committees.

9.5 Initial inquiry into alleged academic misconduct

9.5.1 Where an academic staff member has concerns that the action of a student may involve academic misconduct (see clause 9.2.1), they will discuss the issue with the school academic integrity officer in the first instance.

9.5.2 If the academic integrity officer believes the issue warrants further investigation, the academic integrity officer will notify the student of their concerns in writing within five working days, and request that the student attend a meeting to discuss the matter. The meeting should occur within 20 working days of the initial notification. Where the student is unable to attend the meeting, the discussion may occur via email or teleconference.

Source: <http://w3.unisa.edu.au/policies/manual/2012/s9-academic%20integrity.pdf>

Acknowledgement: This content is an adaptation of the format from the following resource: Academic Integrity Standards Project (AISP): Aligning Policy and Practice in Australian Universities (2012). *Elements of exemplary academic integrity policy*, Office for Learning and Teaching Priority Project 2010-2012, <http://www.aisp.apfei.edu.au/content/exemplary-elements-policy>.