Responsibility: The policy has a clear outline of responsibilities for all relevant stakeholders, including university management, academic and professional staff, and students.

Example: The University of Canberra's "Student Academic Integrity Policy" includes detailed responsibilities for different members of the university community.

University of Canberra

Responsibilities

University
1. The University has responsibility to:
    a) set in place policies and procedures relating to academic integrity;
    b) provide training for staff to minimise opportunities for academic dishonesty, and to help staff deal with any instances;
    c) provide advice for students to avoid plagiarism;
    d) provide students accused of academic misconduct proper opportunity to answer allegations;
    e) provide and advertise a process for students to appeal decisions involving academic misconduct;
    f) maintain records of established academic misconduct in a Student Academic Misconduct Register.

Executive staff
2. The Vice-Chancellor is responsible for referring more serious cases of academic misconduct to the Student Conduct Committee for a Committee Inquiry.
3. The Deputy Vice-Chancellor (Education) is responsible for maintaining the Student Academic Misconduct Register.

Associate Deans (Education)
4. Associate Deans (Education) have a responsibility to:
    a) investigate alleged cases of academic misconduct;
    b) ensure that allegations of academic dishonesty are based on firm evidence;
    c) follow University policy and procedures when dealing with cases of academic dishonesty;
    d) conduct Summary Inquiries;
    e) refer more serious cases to the Vice-Chancellor for possible consideration by a Committee Inquiry;
    f) notify the Deputy Vice-Chancellor (Education) of cases of academic misconduct for recording in the Student Academic Misconduct Register, except in the case of a finding of unintentional plagiarism.

Unit Convenors
5. Unit Convenors have a responsibility to:
    a) explain to students both good scholarly practice and the concept of plagiarism;
    b) ensure students are informed of referencing requirements and academic conventions for the use of others' work, as appropriate for the discipline area;
    c) inform students of obligations regarding acknowledgment of collaborative work, and give clear guidelines for group work;

d) give clear feedback about referencing problems;
e) refer students to sources of advice on writing such as the Academic Skills Program and Library information sessions on referencing;
f) ensure Unit Outlines contain:
- links to information on referencing and to Faculty style guides
- information on any unit-specific materials permitted in examinations.
g) notify the Associate Deans (Education) of cases of alleged academic misconduct;

6. Unit Convenors who intend to use text-matching software through an external service must:
a) state in the Unit Outline that the service will be used;
b) obtain written permission from each student on the assignment coversheet before using the service to check the student's work.

Students
7. Students have a responsibility to:
a) read, understand and respect the policy and rules concerning academic integrity;
b) familiarise themselves with the conventions of referencing in their discipline;
c) familiarise themselves with conduct and materials permitted in examinations;
d) avoid all acts which could be considered instances of academic dishonesty.

Source: Student Academic Integrity Policy
https://guard.canberra.edu.au/policy/policy.php?pol_id=3175

Acknowledgement:

This content is an extract 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, p.10.