Elite Education Institute Pty Ltd trading as Elite Education Institute
ABN 65 162 298 580   CRICOS Provider Code: 03390A
Head Office & Sydney CBD Campus: Level 6, 8 Quay Street, Haymarket NSW 2000
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Website: www.ee.edu.au   Email: info@ee.edu.au

43. Institutional Academic Integrity Framework

Purpose	Sets out the Institute's approach to academic integrity.
Location	The framework is maintained on ownCloud
Responsible executive	Dean
Responsible office	Academic Office
Effective date	03 April 2020
Review date	Aug 2021, 03 April 2022, 30 Nov 2017
Modification history	25 Aug 2021 (v2), 01 May 2023 (v3)
Related documents	Student Academic Integrity Policy, Staff Academic Integrity, Policy Student Assessment Policy, Course Development, Review and Approval Policy, Benchmarking Policy & Benchmarking Schedule, Academic Quality Assurance Framework, Academic Integrity & Examinations Manual, Examination Room Rules & Guidelines, Student Code of Conduct, Code of Conduct for Staff
Authority	Approved by Council

1.   Purpose

This document provides an Institute-wide framework for promoting the core values of academic integrity among students and staff. EEI defines a framework as a common structure applied across related documents as listed in Item 4 of this Framework.

For the purposes of this framework, academic integrity involves principles of respect, honesty, fairness, responsibility for actions and education and support for all staff and students in understanding and practicing academic integrity (see Fig.1).

Academic integrity is fundamental to the academic endeavour and business of the Institute. Dishonest practices contravene academic values, compromise and devalue the quality of learning. Through its activities, the Institute is committed to principles of ethical behaviour and integrity among its staff and students. This Framework intends to reinforce the importance of integrity in an academic environment through its Policies, Procedures and other related documents (see *related documents Item 4*).

Figure 1: Academic Integrity

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2.   Scope

This Framework applies to all staff and students of the Institute.

3.   Definitions

Academic Integrity means acting with the values of honesty, support, fairness, respect and responsibility in learning, teaching and research.

Students means students who are enrolled / undertaking units, such as all undergraduate and postgraduate units offered by the Institute.

Staff means academic and professional staff of or contracted by the Institute, with responsibility for the design, delivery and/or assessment of units.

Other Terms used in this Framework have definitions set out within the ***Related Documents***. An overview of related documents is provided in Item 4 of this Framework.

4.   Related Documents (available via Staff Training Portal and/or website)

4.1.   Student Academic Integrity Policy (#21)

The Student Academic Integrity Policy intends to reinforce the importance of integrity in an academic environment, and provide students with detailed information on academic misconduct definitions, levels of violations and associated penalties. The Institute has a zero tolerance for any forms of academic misconduct and aims to actively educate students on what it considers are breaches of the Institute's Academic Integrity and what the related consequences are.

4.2.   Staff Academic Integrity Policy (#42)

The Staff Academic Integrity policy states the importance of integrity in an academic environment. The policy provides guidance to staff on reporting academic misconduct as well as providing strategies to support the Institute's academic Integrity. The policy further outlines potential penalties applied to staff who fail to appropriately record and report potential breaches of the Institute's academic Integrity, or else behave unethically or not in accordance with the Institute's requirements.

4.3.   Student Assessment Policy (#22)

The Institute regards the design of assessments as integral to the maintenance of academic standards and integrity at unit and course levels. Assessments must be fair, equitable, reasonable, transparent and valid. Unit Outlines clearly identify the unit learning outcomes. Carefully designed assessment tasks minimise the opportunity of students engaging in academic misconduct whilst also allowing them to demonstrate progress towards attaining the learning outcomes. The Student Assessment Policy clearly defines the Institute's unit assessment design and validation requirements which assist with maintaining academic Integrity standards.

4.4.   Course Development, Approval and Review Policy (#35)

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The Course Development, Approval and Review Policy identifies the processes associated with course development and all units and course reviews which combine to provide mechanisms ensuring academic integrity at the unit and course level. Course Development is the responsibility of the Course Development Committee (CDC); and all unit and course reviews are the responsibility of the Teaching Learning and Examinations Committee (TLEC). Unit and Course Reviews are instrumental to maintaining and improving the quality of units and courses, ensuring the relevance of assessment, the currency of content, the adequacy of resources and the participation and performance of students. The Teaching Learning and Examinations Committee (TLEC) is directly associated with the learning and teaching across all courses at the Institute and is responsible for the conduct of Course and Unit Reviews.

4.5. Benchmarking Policy & Benchmarking Schedule (#07)

The Institute encourages benchmarking with comparable institutions nationally and internationally as a means of improving performance and assuring standards, which directly impacts matters of academic integrity such as the quality of assessments. The Benchmarking Policy aims to ensure a more coordinated, considered and systematic approach to benchmarking supporting institutional planning and the setting of performance targets and is linked explicitly with the Institute's quality assurance framework. The Dean is responsible for leading scheduled benchmarking activities of all courses in accordance with the Benchmarking Schedule. Outcomes of those activities are reported through the TLEC to the Academic Board and Institute Council.

4.6. Academic Quality Assurance Framework (#0$)

The Institute assures quality of its higher education operations through two mechanisms; the Institute's governance structures; and the implementation of all the Institute's policies. Academic Integrity forms part of the Institute's Quality Assurance Framework.

4.7. Academic Integrity & Examinations Manual

The Academic Integrity & Examinations Manual (the Manual) is primarily intended for Courses Coordinators, Examiners, Lecturers and Invigilators. It is a valuable resource for both current and newly appointed staff. The Manual is a collation of existing detailed protocols surrounding examination procedures, particularly invigilation. The Manual is provided to each academic, professional or contracted staff member with assigned responsibility for the design, delivery and/or assessment of units. In addition, the Manual is provided to all external and internal invigilators to reinforce consistent examination practices across the campuses during all examination periods.

4.8. Examination Room Rules & Guidelines

The Institute developed a set of Examination Room Rules & Guidelines that are fundamental to the appropriate behaviour of all students during examinations. The Rules & Guidelines aim to clarify acceptable behaviours and outline examination specific rules that have to be followed at all times, to allow for a structured approach of examinations and to re-emphasise Academic Integrity during examinations. These Rules & Guidelines are made accessible to all students through Notice Boards & Moodle announcements.

4.9. Student Code of Conduct (#25)

In accordance with the Institute's requirements, the purpose of the Student Code of Conduct is to inform students

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of the expected code of practice and rules of behaviour to ensure that all students at the Institute behave in a mature manner and with respect for all other students, teachers and other stakeholders. This Code of Conduct specifically refers to the important role of Academic Integrity.

4.10. Code of Conduct for Staff (#09)

The Institute's Code of Conduct for Staff applies to all staff of the Institute including persons holding an honorary, visiting or adjunct appointment or have entered into a relationship with the Institute involving working for, with or at the Institute (including volunteers, contractors and consultants). The Code of Conduct for Staff refers to Academic Integrity and outlines staff responsibilities relevant to Academic Integrity.

5.   Student Academic Integrity (Reference: Student Academic Integrity Policy)

5.1. Student Responsibilities

Students are responsible for:
  i.   knowing the Institute's regulations, course rules and associated written procedures, which govern the status and conduct of students within the Institute and to conduct themselves in a manner which is consistent with those documents;
  ii.   understanding and acting in accordance with the Institute's published ideologies of academic integrity in the preparation, conduct and submission of assessment tasks;
  iii. seeking clarification, if necessary, to ensure that they clearly understand assessment conditions and requirements, and appropriate writing, referencing and assessment practice in their units and course(s);
  iv.   submitting only work which is their own, or which properly acknowledges the thoughts, ideas, findings and/or work of others; for example:
     a.   state clearly in the appropriate form where they found any material on which they have based their work, using an appropriate referencing system;
     b.   acknowledge the people whose thoughts, ideas, experimental works, conclusions, drawings, designs, data, computer programs or other creative work they have extracted, developed or summarised, even if they put these into their own words, data or designs;
     c.   avoid excessive copying of passages or works of another author, even where the source is acknowledged. The student should use another form of words to show that the student has thought about the material and understood it, but state clearly where they found the ideas;
  v.   seeking assistance from the Institute's staff to clarify any questions they may have if required;
  vi.   ensuring academic integrity is maintained when sharing work with others for any reason;
  vii. retaining materials which would demonstrate evidence of their authorship of assessable work (e.g., record of library borrowings, addresses of internet sites accessed, notes compiled, drafts of an assessment task);
  viii. completing assessment guidelines and submission instructions for all non-examination assessment tasks.

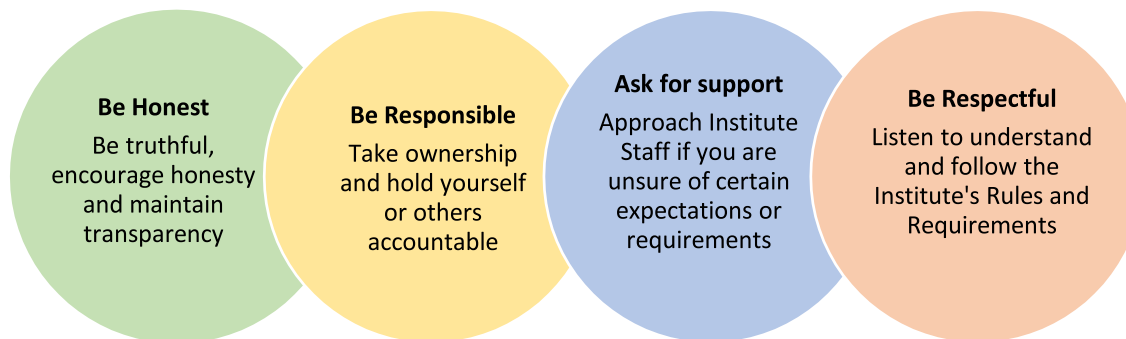These responsibilities are summarised in Fig. 2 below.

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Figure 2: Student Responsibilities

5.2. Academic Misconduct

The Institute has outlined and defined Academic Misconduct in relevant documents listed in Item 4 of this framework. Specifically, in accordance with the Institute's **Student Academic Integrity Policy**, the following are examples of breaches of the Institute's Academic Integrity:

i.   Cheating;
ii.   Contract Cheating;
iii. Plagiarism;
iv.   Colluding with another person;
v.   Acting or helping someone else act dishonestly or unfairly in relation to an examination;
vi.   Taking prohibited documentation into an exam;
vii. Not following examination or assessment rules or direction;
viii. Engaging in conduct related to an assessment with intention of gaining an unfair advantage;
ix.   Submitting work that is not original.

Students will be penalised in accordance with the levels of violations identified in the **Student Academic Integrity Policy**. The Institute has a Zero Tolerance for any forms of Academic Misconduct.

5.3. Promoting Student Academic Integrity and Preventing Student Academic Misconduct

The Institute applies a range of processes and activities for students with the aim to prevent academic misconduct, including:

5.3.1. Educational Processes and Activities

5.3.1.1. Student Academic Integrity Module (mandatory for all students)
The Academic Integrity Module has been established to assist the understanding and awareness of Academic Integrity amongst all students. The Module is to be completed through Moodle and covers important aspects of the respective Student Academic Integrity Policies. The Module was first developed in late 2019 and further enhanced in early 2020. The Module has come into place in Trimester 1, 2020 and is a mandatory component of a student's course.

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5.3.1.2. Regular announcements to students through Email, Moodle and Notice Boards

To further enhance student awareness and understanding of Academic Integrity expectations and potential consequences, the Institute regularly communicates with students through various means. The Institute also made educational resources available to students through Moodle, regularly adds announcements to Moodle, and placed a number of notice board announcements across campuses and libraries.

5.3.1.3. Academic Integrity as a scheduled component of the Student Orientation Program

The Institute's Orientation Program incorporates a dedicated section on Academic Integrity to ensure that student awareness is promoted from the commencement of the student life-cycle onward. Students are counselled on requirements, breaches and consequences of breaches of academic integrity and further have the opportunities to seek clarification on any requirements.

5.3.2. Applied / Practical Processes

5.3.2.1. Closed Circuit TeleVision (CCTV) Monitoring in all Examination Rooms

To further enhance the detection processes of potential academic misconduct during examinations, EEI has installed CCTV in all examination rooms. This is an added measure to assist with the observation of all examinations. A copy of all Examination Recordings is kept on file for a minimum of 1 year.

5.3.2.2. Strict Invigilation and Examination Rules

The Institute appoints External Invigilators for each Examination Period to assist with the invigilation of examinations in accordance with the Institute's examination invigilation requirements. The Institute regularly appoints new External Invigilators; however, an External Invigilator can be re-engaged for consecutive examination periods up to a maximum period of 1 year. The Registrar appoints and keeps a record of all External Invigilator information.

5.3.2.3. Use of Turnitin and additional resources for assessors

The Institute makes use of a plagiarism detection software (TurnItIn) to assist with the detection of academic misconduct in non-invigilated assessments. Markers are also provided with extra guidelines to assist with the potential detection of Contract Cheating.

5.4. Managing Academic Misconduct

The Institute identifies the following staff and student roles that may be involved in detecting and reporting potential breaches of academic integrity as follows:

5.4.1. Examiners / Lecturers

An Examiner is an individual who is responsible for assessing any aspect of a student's performance in a course, for example a Lecturer. The Examiner may be internal or contracted by the Institute. The primary responsibility for detecting concerns about possible breaches of academic integrity rests with individual examiners, who should be alert to the possibility of finding evidence of academic misconduct in students' work. The use of 'text matching' software facilitates this process (e.g., Turnitin). However, the examiner

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must also use their specialist knowledge and academic judgement when deciding on a potential case of academic misconduct. If an examiner has concerns about the student's work, they must report these concerns to the relevant Course Coordinator in accordance with the Staff Academic Integrity Policy.

5.4.2. Invigilators

The Institute identifies both Internal as well as External Invigilators to assist with the invigilation of examinations. Internal Invigilators will not be the relevant teaching staff member. External Invigilators are required to sign an Independence Declaration to ensure that there is no Conflict of Interest. Students are required to follow the Invigilator's Instructions at all times. The primary responsibility for detecting potential academic misconduct throughout an examination lies with the Invigilators. Invigilators are instructed to detect, record and report any breaches of Academic Integrity to their supervisor. Detailed Invigilation Instructions are noted in the relevant Manual (Academic Integrity & Examinations Manual).

5.4.3. Institute Staff and/or Contractor

Any Institute Staff and/or Contractor who, in the course of their work, becomes aware of potential breaches of the Institute's Academic Integrity, are expected to report their concerns to their supervisor and provide evidence to support their judgement.

5.4.4. Fellow students

Fellow students are required to act with integrity throughout their course of study. This means that students are also expected to communicate any known or suspected academic misconduct to a relevant staff member.

5.4.5. Course Coordinator

The Course Coordinators are responsible for promoting a culture of academic integrity across the delivery of all courses, and must ensure that all academic staff have a clear understanding of academic procedures to uphold Academic Integrity at all times. The Course Coordinator also has the responsibility to review and ensure quality of assessment tasks designed by Unit Coordinators, and validate all assessment tasks accordingly for submission to the TLEC (or relevant sub-committees). He/she is also responsible for ensuring that appropriate result review & approval processes are followed, and that any discrepancies or concerns as a result of awarded grades are reported to the Examinations Sub-Committee for further investigation. The Course Coordinator is also responsible for ensuring that any reported instances of academic misconduct, or alleged academic misconduct, are reported to the Registrar for investigation by the Academic Integrity Officer.

5.4.6. Dean

The Dean is responsible for ensuring appropriate and compliant operation of all academic matters. The Dean must ensure that all academic procedures are followed. The Dean is also the Chair of the TLEC and EsC (see Item 5.4.8 below).

5.4.7. Academic Integrity Officer (AIO)

One of the responsibilities of the Academic Integrity Officer is to review and determine all levels of violations in accordance with the Student Academic Integrity Policy.

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5.4.8. Teaching, Learning & Examinations Committee & Sub-Committees

The Teaching, Learning & Examination Committee has a role in monitoring academic integrity concerns and outcomes associated with findings of academic misconduct, which are then reported to the Academic Board. An Examinations Sub-Committee (EsC) of the TLEC is responsible for the review and approval of all assessment tasks, and the investigation of any discrepancies or concerns arising from assessment marking procedures.

6. Staff Academic Integrity (Reference: Staff Academic Integrity Policy)

6.1. Staff Responsibilities

6.1.1. All staff (and students) must ensure that they understand and comply with all legislative (Higher Education Standards, ESOS) and associated legal requirements and obligations (e.g., copyright) relating to Academic Integrity.

6.1.2. The Institute has a responsibility to:
(a) Promote the values of Academic Integrity; and
(b) Provide students and staff with resources to ensure that students are supported to develop the skills required to uphold the values of Academic Integrity in all of their academic endeavours.

6.1.3. The Academic Management Team has a responsibility to monitor academic integrity through teaching and research, and in supporting students reporting any findings of non-compliance to the Dean.

6.1.4. Course Coordinators have a responsibility to review and ensure quality of assessment tasks designed by Unit Coordinators, and validate all assessment tasks accordingly for submission to the TLEC (or relevant sub-committees). Course Coordinators are responsible to ensure that all Academic Staff have a clear understanding of academic procedures to uphold Academic Integrity at all times.

6.1.5. Unit Coordinators have a responsibility to design assessment tasks and study load in such a way that supports academic integrity and minimises opportunities for any forms of academic misconduct.

6.1.6. Academic staff have a responsibility to:
(a) Inform all students of acknowledgement practices that are appropriate for their fields of study and provide clear examples of what is acceptable;
(b) Clearly explain academic expectations and what constitutes plagiarism or other forms of academic misconduct to students;
(c) Provide clear instructions in plain English and avoid using wording or terms that may be misunderstood by LOTE students (Language other than English);
(d) Set appropriate conditions for group work and make clear the distinction between group work and individual work;
(e) Cultivate in students a climate of respect for authorship and for acknowledging the source of ideas;
(f) Actively seek to detect plagiarism; and
(g) Identify and act whenever plagiarism or other forms of academic misconduct is suspected;
(h) Be aware of indicators that may assist in the identification of breaches of Academic Integrity.
(i) Carry out investigations of student academic misconduct in accordance with this policy (**refer to Appendix 1 of the Staff or Student Academic Integrity Policy**).

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These responsibilities are summarized below in Fig. 3.

Perform Ethically
Perform your duties ethically and in accordance with the Institute's Policies and Procedures

Be Truthful & Fair
Take ownership and hold yourself or others accountable and provide fair opportunities to all

Provide Support
Be approachable and clearly communicate expectations and requirements to your students

Be Educated
Familiarise yourself with the Institute's Academic Integrity requirements through the resources provided to you
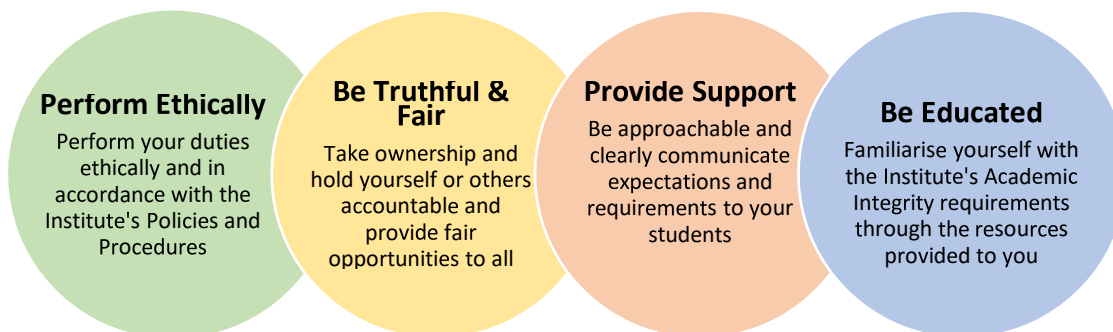
Figure 3: Academic Staff Responsibilities

6.2.   Staff Professional Development

6.2.1. Staff Training Portal

The Institute has designed a designated Staff Training Portal where it collates information relevant to staff training and development, including copies of policies, Institutional Training Modules and a dedicated section on Academic Integrity where staff can access relevant resources and policies.

The Staff Training Portal further provides information on professional development activities that are scheduled throughout the Calendar Year.

The Institute further provides access to a Staff Academic Integrity Module through the Staff Training Website which is a mandatory component of an employment. This module incorporates topics associated with Academic Integrity including:

- Academic Integrity – Definition & Institutional Requirements
- Academic Misconduct – Detection & Reporting
- Levels of Violations & associated penalties

The Institute also schedules regular workshops relevant to Academic Integrity throughout the course of an Academic Year. A Professional Development Calendar is made available through the Institute's Staff Training Website.

6.2.2. Other CPD Activity

As part of their contractual engagement with the Institute, all Academic appointments are required to engage in Continuing Professional Development, and provide yearly updates on the activities they have engaged in to the Institute.

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7.   Reporting

Reporting against mechanisms of this Framework is ensured through Standing Items on the TLEC and AB Agendas. A Summary Report against all aspects of this Framework is provided to the AB at the last meeting of a Calendar Year.