



**AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION**

Staff Academic Misconduct Policy and Procedure

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Policy owner	Dean
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Contact Officer	Registrar
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Related Documents	Staff Code of Conduct
HESF (Threshold Standards) 2021	5.2.1; 5.2.2

1. Purpose

The intent of this Policy and Procedure is to provide guidelines for staff at the Australian Institute of Higher Education Pty Ltd ('the Institute') with respect to handling allegations of academic misconduct.

2. Principles

This Policy and Procedure are informed by the Institute's commitment to the principles of academic integrity, professional standards and behaviour, and independently achieved intellectual enquiry for all staff. Failure to comply with these principles will result in appropriate and recorded sanctions based on the extent of the breach.

3. Context

This Policy and Procedure has been developed in the interests of the scholarly integrity of the Institute, and to ensure that all staff are aware of the above principles and the Institute's expectations of their professional standards and conduct.

4. Scope

This Policy and Procedure applies to all academic staff employed at the Institute.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

Through this Policy and Procedure, the Institute will ensure that:

- 6.1** Academic staff maintain academic integrity and do not claim ownership of concepts or ideas of another person or source without appropriate acknowledgement and/ or otherwise incurring the appropriate consequences.
- 6.2** All reported incidences of professional academic misconduct will go through a published process of clearly defined lines of communication to ascertain the validity of claims of professional academic misconduct and appropriate consequences,
- 6.3** Academic staff will be entitled to representation (not including legal) at all stages of the process of determining academic misconduct,
- 6.4** All allegations of professional academic misconduct will be assessed under impartial conditions to ensure fair and equitable outcomes,
- 6.5** All proven allegations of professional academic misconduct and serious misconduct will be recorded on staff files where appropriate, and
- 6.6** Academic staff and students will be made aware of this Policy and Procedure through induction, orientation and handbooks.

7. Actions and Responsibilities

7.1 Responsible Persons

- Lecturer(s)
- Unit Coordinator/Program Manager
- Dean
- Academic Board
- Representatives (where requested)

7.2 Documents Involved

- Evidence of submitted work that involves professional academic misconduct
- Written communication commencing the investigation process
- Record of conversations
- Written communication informing the academic staff member of final outcome

7.3 Reporting Allegations of Professional Academic Misconduct

- 7.3.1** Faculty, students and staff have an obligation to inform a Unit Coordinator or the Dean if they suspect professional academic misconduct. The suspicion should initially be discussed with the relevant Unit Coordinator, Program Manager or the Dean confidentially.
- 7.3.2** An attempt should first be made by the Unit Coordinator, Program Manager or the Dean to informally resolve the matter with the staff member.
- 7.3.3** If the matter is not able to be resolved, the matter should then be submitted formally to the Dean for resolution.

7.4 Inquiry

7.4.1 The Dean (or delegate) will attempt to resolve the matter in a timely manner by conducting a preliminary inquiry. After the inquiry, the Dean may either find: a) no basis of the allegation and close the matter; or b) uphold the allegation as a minor infraction and issue a letter of reprimand; or c) uphold the allegation as a major infraction and launch a formal investigation.

7.4.2 A formal investigation will comprise two senior faculty members such as executive committee members or course coordinators, appointed by the Dean called the Professional Misconduct Committee. The Dean must inform the staff member who these two persons are on the Professional Misconduct Committee. In addition:

- i) The staff member will be afforded the opportunity to consult another member of staff other than a legal practitioner throughout the proceedings.
- ii) The initial meeting of the Professional Misconduct Committee will take place 7 days or more after the staff member is requested to appear before the Committee.
- iii) The staff member will be invited to present a written statement at the start and close of the Professional Misconduct Committee's investigation.
- iv) The Professional Misconduct Committee will prepare a written report of its findings.

7.5 Outcome

If the Committee finds that professional academic misconduct has occurred, further action will be taken by the Dean. The Dean may take actions such as: a letter of reprimand with stipulations; supervision for a specified period; remedial training; restitution of misappropriated funds; and/or termination of employment.

7.6 Appeals

An academic staff member may appeal against a decision made by the Professional Misconduct Committee to the Dean, PEO and relevant Program Manager within 14 days of notification of the decision by the Committee.

7. Legislation

This Policy and Procedure comply with Higher Education Standards Framework standard 5.2 (Academic and Research Integrity), which specify that:

5.2.1 There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.

5.2.2 Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.

8. Version Control

This Policy and Procedure has been endorsed by the Australia Institute of Higher Education Academic Board as at October 2024 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Restructured document, added box to beginning Added legislation Initial revision/editing of content	22 February 2017	6 March 2017
2020.1	Dean	Minor title changes	24 September 2020	25 September 2020
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	CEO/Dean	3-year review cycle, no recommended changes	28 September 2022	29 September 2022
2024.1	Dean / Associate Dean	Updated policy title to Staff Academic Misconduct; Updated Responsible Officer; combined Policy and Procedure; inclusion of PEO and Program Manager in appeal process.	9 October 2024	10 October 2024