



TIU Guidelines for Managing Academic Integrity in Academic Units

This guide has been prepared by the Teaching Innovation Unit (TIU). The purpose of the guidelines is to:

- a) Facilitate a shared understanding across Academic Units of the roles, responsibilities, and procedures associated with Academic Integrity (AI) at UniSA - which includes administration, investigation, case management, and reporting of academic misconduct.
- b) Determine the roles and responsibility of academic integrity staff within Academic Units. The processes outlined here are underpinned by the policy and procedures of Section 9 of the [Assessment Policies and Procedures Manual \(APPM\)](#).

The TIU coordinates and supports Academic Integrity (AI) at UniSA. The TIU therefore provides [Academic Integrity information](#) for all staff and [resources for Academic Integrity Officers \(AIOs\)](#).

Additional guidelines for the conduct of [Formal Inquiries](#) which includes a template to facilitate submission of evidence, is available from the Student and Academic Services (SAS) website. The Student Engagement Unit (SEU) provides related [Academic Integrity resources for students](#) together with [referencing resources](#).

Staff roles and responsibilities in Academic Units

These guidelines supplement the *minimum* staff responsibility requirements outlined in Section 9.4 of the Assessment Policies and Procedures Manual (APPM).

Academic Integrity Officers (AIO)

An AIO is an academic staff member in an academic unit (lecturer level or above) who has responsibility for overseeing cases of academic misconduct.

AIOs have three broad responsibilities:

1. **Case management** (i.e., considering evidence, making decisions, applying outcomes)
 - Each Academic Unit (AU) should have a minimum of two (2) AIOs per Unit to allow, for example, managing potential conflict of interest in AI investigations, leave arrangements, and succession planning (the APPM 9.4 states a minimum of one (1)).
 - AIOs must not investigate cases in which they may be perceived to have a conflict of interest (e.g., as a teacher or administrator of the course in which academic

misconduct is alleged, or who has an external relationship with the student being investigated).

- The TIU recommend that case management be set at a minimum of 2 hours per case or a minimum of 75 hours per year per AIO. This may be increased on a Unit by Unit basis depending on the number of AIOs and AI cases per year.
 - Case management includes, but is not limited to:
 - Review of material referred by academic staff to determine whether the referred incident should proceed to investigation
 - Initiate and conduct investigation (including meeting with students)
 - Determine if misconduct has occurred and if so, the type, outcome and severity (minor, moderate or major) of the case, and recording the factors taken into consideration, the information on which the decision is based and the reasons for the outcome.
 - Where required, refer cases to the Executive Dean (APPM Section 9.5).
 - If no misconduct is identified, return work to Course Coordinator to continue marking.
 - Review allocated cases in the UniSA AI database and identify cases as complete.
 - Case management does not include case administration, leadership or professional development within AUs. The responsibility for case administration is recommended to sit with Academic Services Officers, see below.
2. **Academic Unit leadership** (i.e., educating/advising staff, reporting to committees)
 - AIOs have a role in the professional development of AU staff, that does not form part of the case management workload.
 - This may involve, but is not limited to, supporting staff with assessment design (in collaboration with the TIU), sessional staff induction regarding AI processes, sharing AI literature and trends, local reporting.
 3. **Professional development** (i.e., attending AIO meetings, scholarship, training)
 - AIOs are required to attend regular AIO meetings coordinated by the TIU to discuss changes in practices and processes relating to AI at UniSA and across the sector.

Academic Services Officers (ASO)

ASOs play a key role in supporting both AIOs and the AU leadership team in managing AI. ASO responsibilities for AI should be clearly articulated by the AU and allocated to nominated ASOs in the Unit.

ASO responsibilities in relation to **case administration** are as follows:

- Each Academic Unit should have two (2) ASOs with responsibility of case administration associated with AI (two ASOs to allow for leave arrangements, succession planning, and workload during peak periods).
- Case administration includes, but is not limited to:

- Forwarding potential AI cases to AIOs
- Managing correspondence with students on behalf of the AIO
- Arranging meetings with students on behalf of the AIO
- Minute taking of AI-related student meetings
- Records management (see below)
- Initiating and updating cases in the UniSA AI database
- ASOs may enter data into the central UniSA AI database but must not interpret or make judgements about the factors taken into consideration, the information on which the determination is based, the outcome or the reasons for the outcome, and/or the severity of the case. Such decision-making is a responsibility of the AIO.

Records management

'Good records management is a key element of good governance' ([Records Management Policy](#)). The maintenance and confidentiality of all records pertaining to AI for both internal and external reporting purposes is a whole of institution responsibility. At the local level, AUs are responsible for the maintenance and oversight of AI records pertaining to active cases within the AU as well as the ongoing maintenance of closed AI cases.

All academic misconduct cases and the information relating to the cases are to be **recorded centrally in the UniSA AI database**, as specified in Section 9.8 of the APPM.

To facilitate maintaining the record the AU will ensure:

- One local AI email mailbox per AU for the purposes of communicating suspected cases of misconduct to the AU and subsequent referral by the ASO to an AIO (APPM Section 9.5).
- Maintain one local site on SharePoint for all case record management, i.e., records of active AI case workflow, AIO case meeting notes, audio or visual recordings (e.g., Zoom or MP4), student outcome letters, and all other communication with students relating to the AI case.
- SharePoint access must be restricted to the AIO and ASO team in addition to the AU leadership team.
- Records pertaining to an AI student case must not be kept on an AIO or ASOs personal storage device or computers.
- Cases must be entered into the central UniSA AI database by the ASO once an AIO determines academic misconduct has occurred.
- Outcomes should be regularly updated in the AI database (by the ASO under instruction of the AIO) as soon as practically possible (for example following student agreement/disagreement, or, the decision of an Executive Dean, Formal Inquiry or appeal).
- In the situation where a case entered in the central AI database is later determined not to have been academic misconduct, AIOs must email [TIU-Academic-Integrity](#) to request the

removal of the record from the UniSA AI database. The email must include the case ID and any other information relevant to the request.

- Cases should be updated and marked as complete in the database (by the ASO under instruction of the AIO or Executive Dean) once the case is finalised (i.e., student has agreed, or appeal processes are exhausted).

AI processes

- The process for investigation and determination of cases of academic misconduct are found in Section 9.5 of the APPM.
- The process for formal inquiry is found in Section 9.6 of the APPM
- The TIU's *Academic Integrity Officer's Flowchart* presents a simplified view of these processes. The flowchart is reproduced below to identify the key process stages and the expected responsibilities of AIOs and ASOs in AUs at each stage.

AI Proforma Letters

The flowchart highlights when and which proforma letters to send to students.

To help facilitate consistency, these letters should be used when communicating with students. A copy of all AI Proforma letters (including hyperlinks for downloading) referred to in Stages 1-4 of the AI process can be found in Appendices 1-5.

Stage 1- Suspected Academic Misconduct

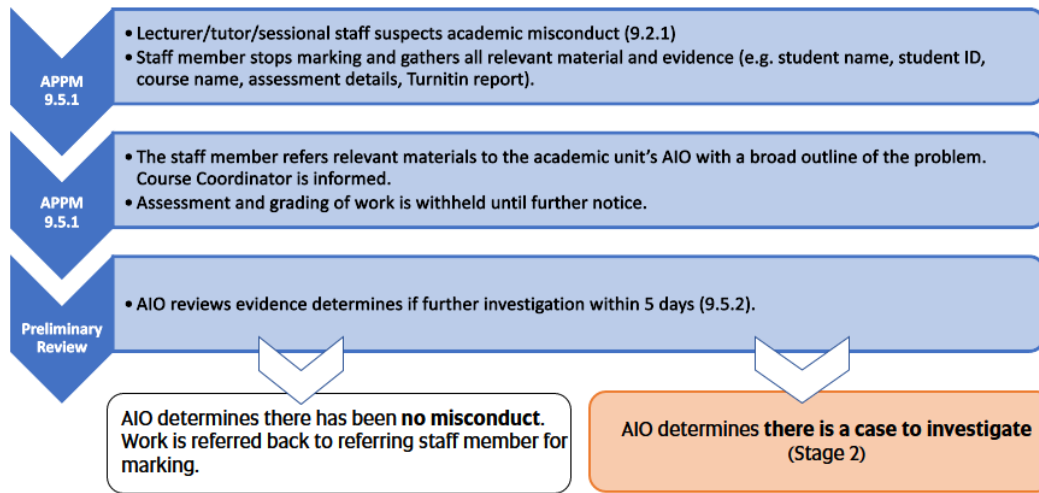


Table 1: roles and responsibilities in stage 1

Stage 1- Suspected Academic misconduct	ASO	AIO
Lecturer/tutor/sessional staff suspects academic misconduct and emails Academic Unit (AU)- AI mailbox.	Monitors AU- AI mailbox Gather relevant information from Course Coordinator to enable an investigation (using form/checklist). Allocates case to an AIO in the AU (avoiding any conflict of interest).	Reviews evidence within five (5) working days. Determines either <i>there was no misconduct</i> or <i>there is a case to investigate</i> . If no misconduct, return to course coordinator for marking/grading.

Stage 2- AI Investigation/Meeting

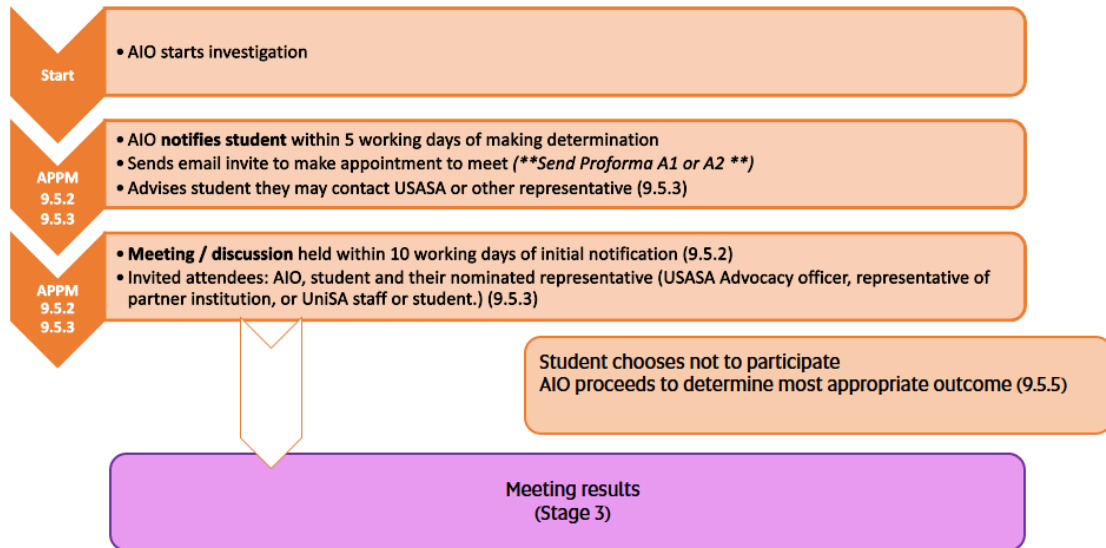


Table 2: roles and responsibilities in meeting

Stage 2 AI investigation meeting	ASO	AIO
	<p>Communicates with student on behalf of AIO within Five (5) working days of case referral.</p> <p>Arranges meeting within 10 days of initial notification Invites meeting attendees.</p> <p>Setup meeting room/zoom/phone Attends meeting and takes notes Securely stores records of meeting centrally in Unit.</p>	<p>Notifies student within five (5) days of making determination and invites to meet. Advises on whom they can contact as support. Meeting to be held within 10 days of initial notification.</p>
No response from student within 10 days OR student does not participate in the meeting.		AIO proceeds to determine outcome whether student attends or does not attend.

Stage 3- Meeting Results

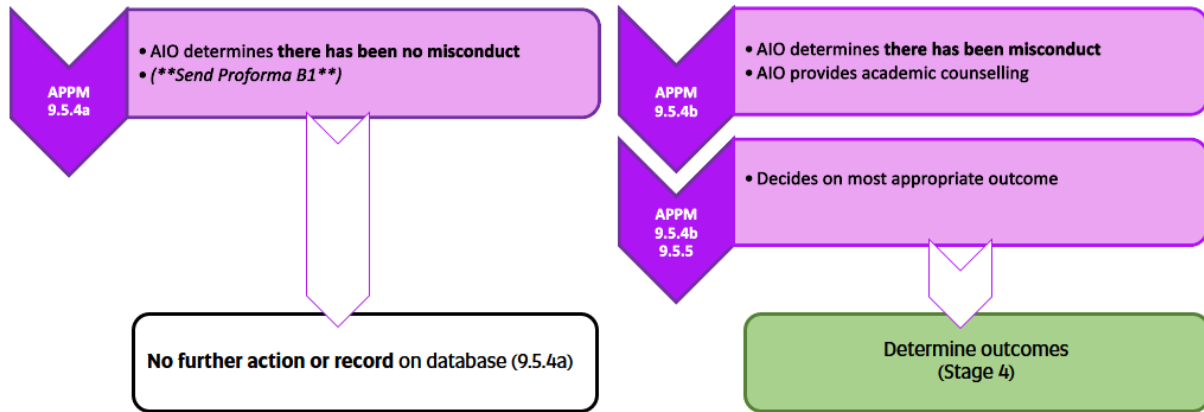


Table 3: roles and responsibilities - meeting results

Stage 3 Meeting results	ASO	AIO
Misconduct	<p>Case must be initiated in central AI database, with details as specified by AIO.</p> <p>Report provided to student & Course Coordinator on behalf of AIO within 10 working days.</p>	<p>AIO provides academic counselling AIO defines type, outcome and severity of misconduct.</p> <p>Considers an appropriate outcome.</p>
No misconduct	<p>Communicates with student on behalf of AIO.</p> <p>No further action or record on database.</p>	<p>If no misconduct, returns work to Course Coordinator for marking/grading.</p>

Stage 4- Determining Outcomes

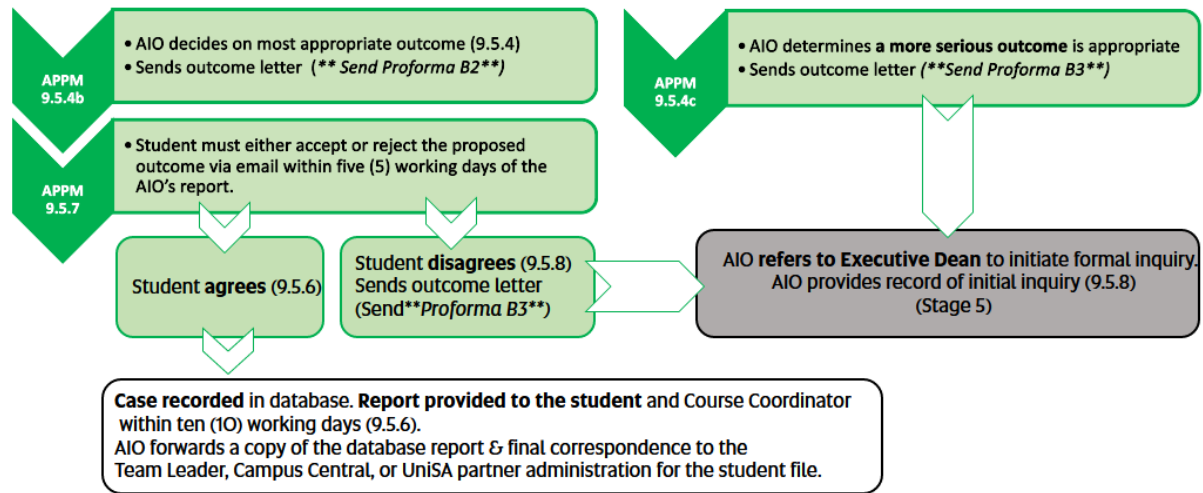


Table 4: roles and responsibilities in determining outcomes

Stage 4 Meeting Outcomes (misconduct/ no misconduct)	ASO	AIO
Misconduct – student agrees.	Case marked complete in AI database as confirmed by AIO. Report and final correspondence forwarded to Team Leader, Campus Central or UniSA partner Admin for student file.	AIO provides academic counselling. AIO decides outcome and requests letter to be sent to student within 10 days.
Misconduct – student disagrees.	Case updated in AI database as specified by AIO.	Refers to Executive Dean for formal inquiry.
Misconduct with more serious outcome.	Case updated in AI database as specified by AIO.	Refers to Executive Dean for formal inquiry.
Insufficient evidence of misconduct	Communicate with student on behalf of AIO (proforma B1) If there is record in database – email TIU-Academic-Integrity (cc AIO) to remove the entry.	Returns work to the Course Coordinator for marking/grading.

Stage 5- Formal Inquiry

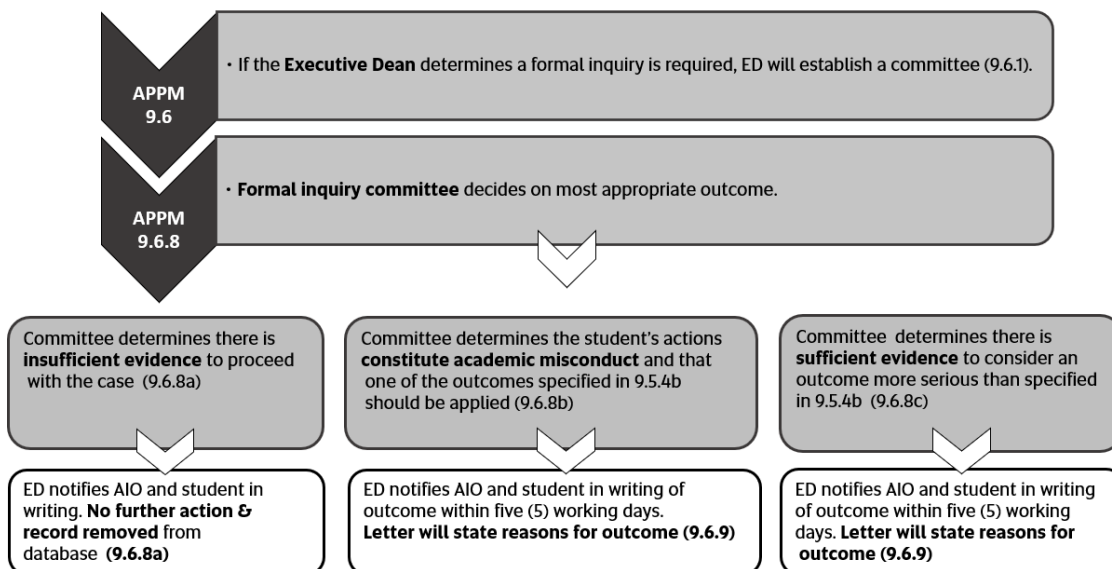


Table 5: roles and responsibilities in relation to formal inquiries

Stage 5 Formal Inquiry	Executive Dean	ASO	AIO
Where AIO asks for Formal Inquiry.	Establishes a committee (AAPM 9.6.1)	Updates the AI central database	All documents forwarded to Executive Dean for Formal Inquiry as per the Formal Inquiry template
	Arranges time and invites all committee members and students. Ensures student has all information as per formal inquiry APPM section 6	Case updated in AI database as specified by Executive Dean/AIO. Report provided to student and Course Coordinator. Report and final correspondence forwarded to Team Leader, Campus Central for student file Case marked complete in AI database, as confirmed by AIO, if student agrees/no student appeal.	AIO Attends Formal Inquiry to state facts of case (not on committee and does not remain for full formal inquiry).
	Maintains confidentiality	Case updated in AI database (FI Yes).	

Appendix 1 - [A1 initial contact for interview](#)



University of
South Australia

Date

<1/Student ID

Dear <Student's Name>,

Academic Integrity Interview

Inspection of your submission for assessment <Ass.Details> indicates that there may be evidence of academic misconduct under Section 9 of the University's Assessment Policy and Procedures Manual. <Insert brief description of the specific concern>.

You are requested to discuss this matter with me. <Fill in details of interview / zoom/email arrangements>. You may invite a USASA nominee, or any staff member or student nominee of the University, to participate in this interview if you wish. You can contact the University of South Australia Students' Association (USASA) for assistance if you need advice regarding this matter. They can be contacted via telephone on 8302 0833, email (USASA.Advocate@unisa.edu.au) or through their website <https://usasa.sa.edu.au/advocacy>.

For the interview please provide evidence of how you developed this work, for example insert specifics, such as drafts, copies of reference material used, minutes of meetings, etc. Before the interview, please read carefully Section 9 of the University's Assessment Policies and Procedures Manual at

<https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Yours sincerely,

Name of AIO
Academic Integrity Officer
Academic Unit

Appendix 2 - [A2 initial contact for interview exams](#)



University of
South Australia

Date

A2/Student Id

Dear Name,

Academic Integrity Interview

Review of incident/s occurring during examination for Course name on insert date/venue indicates that there may have been a breach of examination procedures resulting in academic misconduct under Section 9 of the University's Assessment Policy and Procedures Manual. Insert description of the specific concern

You are requested to discuss this matter with me. Fill in details of interview arrangements. You may invite a USASA nominee, or any staff member or student nominee of the University, to participate in this interview if you wish.

For the interview, please provide [insert specifics], such as dictionaries, notes or copies of material found on the person, calculator under question etc. Before the interview please read carefully Section 9 of the University's Assessment Policies and Procedures Manual at <https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Yours sincerely,

Name of AIO
Academic Integrity Officer
Academic Unit

Appendix 3 - [B1 outcome no academic misconduct](#)



University of
South Australia

Date

B1/Student ID

Dear Student Name,

Academic Integrity Investigation – Outcome

Following our discussions, I confirm that it is our belief that you were not involved in any academic misconduct in your submission for Component of Course name. We thank you for your help with our investigation into this matter.

We would also like to apologise for any inconvenience or distress caused by this process, but you will appreciate that any cases of suspected academic misconduct must be investigated.

Yours sincerely,

Name of AIO
Academic Integrity Officer
Academic Unit

cc: Name of Course Coordinator, Course Coordinator

Appendix 4 - [B2 outcome academic misconduct](#)



University of
South Australia

Date

B2/Student ID

Dear Student Name,

Academic Integrity Investigation – Outcome

Following our discussion, I confirm that, in our opinion, you engaged in academic misconduct in your submission for *Component of Course Name*. *Insert brief statement of specifics of case*.

The proposed outcome of this occurrence is *insert statement of outcome*. A confidential record of this outcome will be kept by the University which will not appear on your transcript. Please accept or reject this outcome **within 5 working days** by responding to this email. Please note, a non-response will indicate your acceptance of this outcome and will conclude the matter. If you do not accept, then I will advise the Executive Dean to determine whether a formal inquiry is required in accordance with Section 9.5.8 of the Assessment Policies and Procedures Manual.

It should be pointed out that the record of this occurrence is for internal use only and will only be consulted should there be a further occurrence of academic misconduct. It will **not** appear on any external correspondence of your academic transcript.

Specific advice to student – e.g., to seek assistance from a Learning Adviser at the Student Engagement Unit.

Yours sincerely,

Name of AIO
Academic Integrity Officer
Academic Unit

CC: Name of Course Coordinator, Course Coordinator

Appendix 5 - [B3 outcome academic misconduct elevate to formal inquiry](#)



University of
South Australia

Date

B3/Student ID

Dear «Name»,

Academic Integrity – Formal Inquiry

Following our discussions about your submission for *Component of Course name*, it has not been possible to reach an outcome because you did not agree to the proposed outcome. **or** it is our opinion that a more serious outcome is appropriate.

In accordance with Section 9.5.8 **or** 9.5.4c of the University's Assessment Policies and Procedures Manual, I have therefore advised the Executive Dean to initiate a formal inquiry into this case.

Yours sincerely,

Name of AIO
Academic Integrity Officer
Academic Unit

cc: Name of Course Coordinator, Course Coordinator