

# Academic Integrity Officer (AIO) – Roles and Responsibilities Guidelines

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Reference in the [Academic Integrity Procedure LT 1944](#) and [Academic Misconduct Procedure LT2062](#)

## Scope

- Relevant for all Institutes and Global Professional School Academic Integrity Officers (AIO)
- Academic integrity issues are supported by Academic Integrity Officers aligned to the owner of the courses (ie third party providers who deliver courses owned by Institutes, will be referred to as Institute Academic Integrity Officers)
- Academic Integrity Officers also respond to academic integrity issues related to Higher Degree Research (HDR) students

## Role and Responsibilities

- Read and understand the [University Wide Academic Integrity Engagement Strategy](#)
- Read and understand the [Academic Integrity Procedure LT 1944](#), [Academic Misconduct Procedure LT2062](#) and associated support forms and documents (ie [Academic Misconduct Determination Guidelines](#) and [Artificial Intelligence Guidelines](#))

## Recommended Training

- Cultural awareness training module
- **External professional development**/training in academic integrity
- University-wide ‘**Community of Practice**’ for academic integrity
- **Professional Learning Module** targeted at the Academic Integrity Officer (See [University Wide Academic Integrity Engagement Strategy](#))

## Committee/Meeting Engagement

- Meet with **all Institute Academic Integrity Officers (AIO) and Directors, Learning and Teaching (DLT)** to discuss trends and report on strategies for improvements and preventative actions
- The Academic Integrity Officer may be asked to **attend** Institute Board or University Learning and Teaching Committee to provide advice regarding any discipline/Institute trends, strategies for enhancement and preventative actions
- Academic Integrity Officers may be asked to present allegations against students at **Student Misconduct Committees**.

## Support Institute Staff

- **Provide professional development** opportunities to Institute staff focused on an educative approach
- Provide **advice and support** to Institute academic staff regarding Academic Integrity process with an educative emphasis (See the Academic Misconduct Reporting – Sample Reporting Workflow)
  - Academic Integrity interpretation
  - Collection of evidence
  - Likely outcomes
  - End point of call regarding submission of any Academic Integrity case

### Support Academic Staff with Managing Academic Integrity Investigations

- **Chair** Institute Academic Integrity Committee meetings
- **Lead/ be involved** in formal reporting process - refer to the Academic Misconduct Reporting – See Figure 1
- **Understand the student-facing integrity** resources (such as the Academic Integrity Module)
- **Misconduct allegations:** investigate, decide and communicate outcomes from plagiarism and misconduct allegations.
- **Grade appeals:** may have responsibility for the determination of grade appeals.

### Support Students with Managing Academic Concerns

- Chair student appeal hearings for Academic Misconduct allegations
- Complete detailed reports following student appeal hearings for Academic Misconduct allegations
- Educate students charged with Academic Misconduct about their Academic Integrity obligations
- Refer students to University Student Services when and where appropriate

### Continuous Quality Assurance towards Academic Integrity

- The Chair, Learning and Teaching Quality Committee will provide Academic Integrity Officers with institutional data at least once a year (aim for twice a year).
- The Institute Academic Integrity Officers should work together to develop one overarching Institute summary aligned to responding to data trends at the discipline/Institute level. As part of continuous quality assurance, the reports will highlight the following:
  - *Key trends, issues, successes, recommendations and preventative actions* (This will be reviewed every 6 months and updated reports are issued to Institutes/Schools)
- This report should be disseminated and discussed with Institute/School staff and the Institute Director, Learning and Teaching.
- This report should be submitted in July and December (each year) to the university Learning and Teaching Quality Committee (via Academic Secretariat Mailbox [academic.secretariat@federation.edu.au](mailto:academic.secretariat@federation.edu.au) ), as evidence of reflective practice and preventative action at the Institute level (as per the Higher Education Standards Framework – Section 5.2).

Figure 1 – Academic Misconduct Reporting – Sample Flowchart

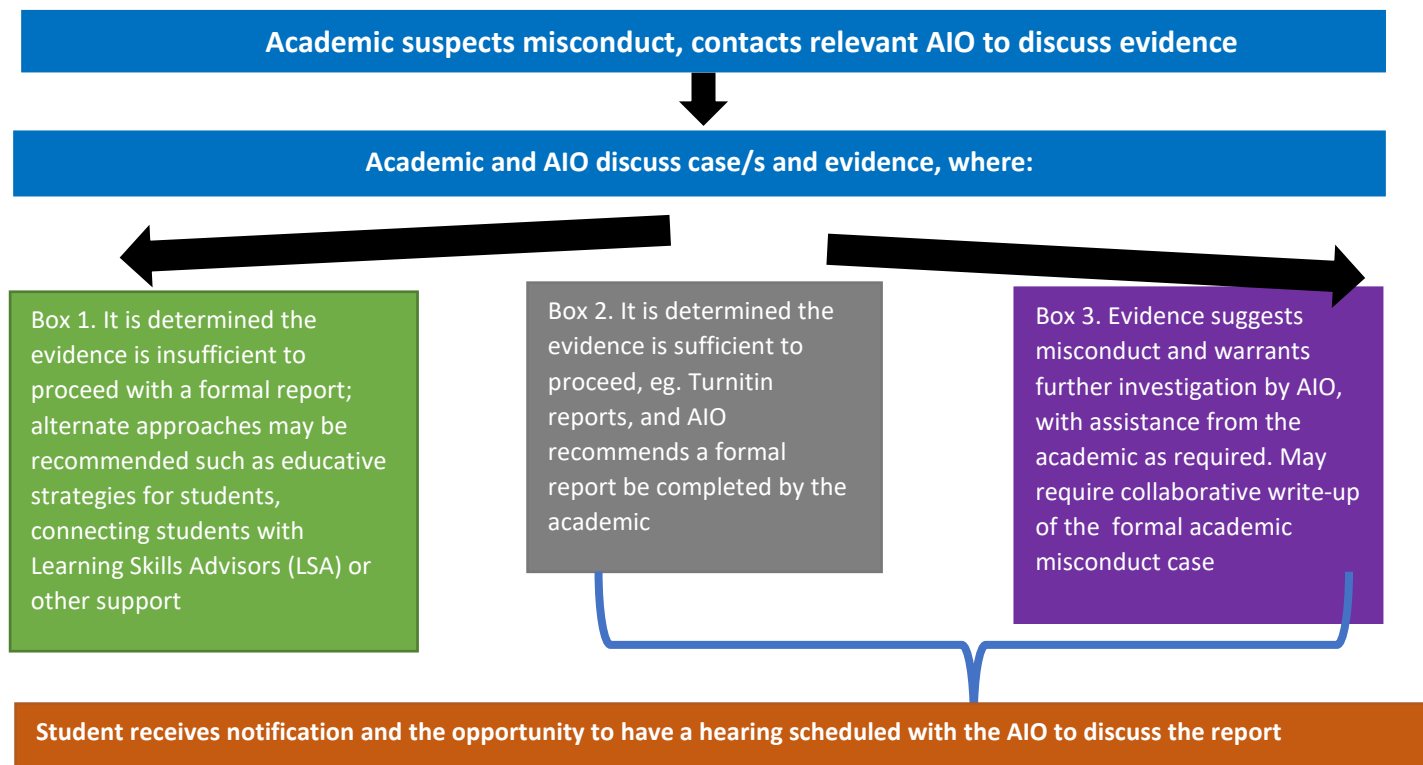


Figure 1- Reference for the Academic Misconduct Reporting – Sample Reporting Workflow (IISS Academic Integrity Officers (AIO) - Scott Nankervis, Craig Hurley, Samudra Jayasekera, Dengsheng Zhang and Leo Brunelle (AI Administrative Officer).

Adapted by Dean, L&T

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