

SPL001 Academic Integrity Policy

APPENDIX A Academic Integrity Officer – Role Description

The Academic Integrity Officers (AIO) are nominated members of academic staff who are responsible for ensuring consistency academic integrity at the Nan Tien Institute.

- • The principal duties of the AIO are:
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 - Consistent interpretation and implementation of policy;
 - Initial management of all reported cases of academic misconduct;
 - Overseeing the investigation of suspected cases of academic misconduct, including involvement in any investigations;
 - Consistent, compassionate and appropriate practices in relation to allegations of academic dishonesty;
 - Assisting with education in order to generate preventative measures in relation to risk of breaches of academic integrity;
 - The provision of advice to Subject Coordinators on how to conduct investigations, collect evidence and make preliminary determinations on possible academic misconduct;
 - Regular reporting of academic integrity matters to the Academic Dean and Education Committee.