

SPL0001 Student Academic Integrity and Academic Misconduct Policy

# APPENDIX B

# ACADEMIC INTEGRITY OFFICER ROLE DESCRIPTION

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

The principal duties of the AIO are:

1. Consistent interpretation and implementation of policy;
2. Initial management of all reported cases of academic misconduct;
3. Overseeing the investigation of suspected cases of academic misconduct, including involvement in any investigations;
4. Consistent, compassionate and appropriate practices in relation to allegations of academic dishonesty;
5. Assisting with education in order to generate preventative measures in relation to risk of breaches of academic integrity;
6. The provision of advice to Subject Coordinators on how to conduct investigations, collect evidence and make preliminary determinations on possible academic misconduct;
7. Regular reporting of academic integrity matters to the Dean of Studies and Education Committee.