



Professional Academic Misconduct Procedure

Policy supported	Professional Academic Misconduct Policy
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Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
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Related Documents	Staff Grievance Policy Staff Grievance Procedure

1. Purpose

The purpose of this Procedure is to support the **Professional Academic Misconduct Policy**. This Policy provides guidelines for staff at the Australian Institute of Higher Education Pty Ltd ('the Institute') with respect to handling allegations of academic misconduct.

2. Scope

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

3. Definitions

See the **AIH Glossary of Terms** for definitions.

4. Actions and Responsibilities

4.1 Responsible Persons

- Lecturer(s)
- Course Coordinator/Program Director
- Executive Dean
- Academic Board
- Representatives (where requested)

4.2 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

4.3 Reporting Allegations of Professional Academic Misconduct

4.3.1 Faculty, students and staff have an obligation to inform a Course Coordinator or the Executive Dean if they suspect professional academic misconduct. The suspicion should initially be discussed with the relevant Course Coordinator, Program Director or the Executive Dean confidentially.

4.3.2 An attempt should first be made by the Course Coordinator, Program Director or the Executive Dean to informally resolve the matter with the staff member.

4.3.3 If the matter is not able to be resolved, the matter should then be submitted formally to the Executive Dean (in the event the Executive Dean is as yet unaware of the matter) for resolution.

4.4 Inquiry

4.4.1 The Executive Dean (or his/her nominee) will attempt to resolve the matter in a timely manner by conducting a preliminary inquiry. After the inquiry, the Executive 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.

4.4.2 A formal investigation will comprise two senior faculty members such as executive committee members or course coordinators, appointed by the Executive Dean called the Professional Misconduct Committee. The Executive 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.

4.5 Outcome

If the Committee finds that professional academic misconduct has occurred, further action will be taken by the Executive Dean. The Executive 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.

4.6 Appeals

An academic staff member may appeal against a decision made by the Professional Misconduct Committee to the Executive Dean within 14 days of notification of the decision by the Committee. The appeal will be handled under the Institute's **Staff Grievance Policy** and associated Procedure.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at February 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.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 Revised/edited content	22 February 2017	6 March 2017