SCHEDULE 1: SHARED RESPONSIBILITY FOR ACADEMIC INTEGRITY

1   PURPOSE

The pursuit of academic integrity is a shared responsibility across the University.   All members of the University community have a role in maintaining a positive culture that supports the values of academic integrity.

This Schedule supports the implementation of the Academic Integrity Policy and articulates the collective and individual responsibilities that underpin a transparent and holistic approach to academic integrity.

2   SCHEDULE

(1)   Fostering academic integrity within the University is an essential element of an ethical education and culture. It is the responsibility of **all members of staff and students** of the University to:
   a.   demonstrate and uphold the values of academic integrity;
   b.   be familiar with the policies, procedures and supporting materials that promote and uphold academic integrity; and
   c.   create and maintain a supportive environment for their colleagues and peers.

(2)   To embed a culture of academic integrity, the **University** is responsible for:
   a.   providing a supportive and safe environment;
   b.   providing resources and support to staff to assist them in providing guidance and feedback to students;
   c.   providing resources and support to students to develop their knowledge and skills; and
   d.   maintaining transparent rules, policies and procedures regarding the management of alleged academic integrity breaches, including learning and teaching and research.

(3)   The University's **Academic Senate** and **Committees of Academic Senate** are responsible for:
   a.   developing and maintaining transparent policies and procedures designed to promote and uphold academic integrity values;
   b.   receiving, considering, and appropriately responding to annual reports on academic integrity breaches including those that have amounted to academic misconduct; and
   c.   making recommendations to the Vice-Chancellor and Deputy Vice-Chancellors in relation to academic misconduct trends and appropriate quality assurance mechanisms.

(4)   The **University Discipline Committee, Macquarie University International College (MUIC) Discipline Committee** and the **Faculty Discipline Committees** are responsible for:

     a. ensuring consistency of practice in relation to penalties against academic integrity breaches; and

     b. providing annual reports detailing allegations, findings, and penalties for academic integrity policy breaches to the relevant Faculty Board, Academic Senate, and University Council.

(5) The **Deputy Vice-Chancellor (Academic) Office** is responsible for:
     a. developing and maintaining the University-wide academic integrity module that is to be available to all staff and students;
     b. making available to all students development resources which build on education provided by the academic integrity module;
     c. maintaining resources on the website that are relevant and available to staff and students; and
     d. establishing and maintaining University-wide systems and practices for prevention and detection in relation to the maintenance of academic integrity in learning and teaching activities.

(6) The **Deputy Vice-Chancellor (Research) Office** is responsible for:
     a. developing and maintaining the research components to be embedded in the University-wide academic integrity module;
     b. making available to all students engaged in research activities development resources which build on education provided by the academic integrity module;
     c. maintaining resources on the website that are relevant and available to staff and students engaged in research activities; and
     d. establishing and maintaining University-wide systems and practices for prevention and detection in relation to the maintenance of academic integrity in research activities.

(7) Within their Faculty, **Executive Deans** and **Faculty Boards** are responsible for:
     a. monitoring the implementation of this policy; and
     b. reporting on issues, responding to issues, and providing recommendations in relation to academic integrity to Academic Senate and Committees of Academic Senate.

(8) Within Macquarie University International College (MUIC), the **Director** and the **MUIC Subcommittee** are responsible for:
     a. monitoring the implementation of this policy; and
     b. reporting on issues, responding to issues, and providing recommendations in relation to academic integrity to Academic Senate and Committees of Academic Senate.

(9) Relevant to their portfolio, **Associate Deans** and **Deputy Director, MUIC,** are responsible for:
     a. implementing this policy within their Faculties;
     b. promoting good academic practice for all activities offered by their Faculties; and
     c. reporting regularly to their Executive Deans via their Faculty Boards on steps taken to support academic integrity within their Faculties, including pro-active and reactive approaches following reported breaches of the academic integrity policy.

(10) **Students** are responsible for:

    a. when engaging with an academic exercise, acting in accordance with this policy and the standards set out in Schedule 2: Definitions of Academic Activities; and

    b. notifying suspected breaches of academic integrity in accordance with the relevant disciplinary process.

(11) **Academic Staff** are responsible for:

    a. embedding the values of academic integrity within professional development and review reports;

    b. promoting the values of academic integrity in all activities, including establishing clear expectations of students, careful task design, appropriate research supervision, and maintaining high standards of responsible research practice;

    c. when setting an academic exercise, acting in accordance with this policy and the standards set out in Schedule 2: Definitions of Academic Activities;

    d. regularly reviewing and renewing assessment tasks;

    e. distinguishing original work from work obtained through others; and

    f. notifying suspected breaches of academic integrity in accordance with the relevant disciplinary process.

(12) **Professional Staff** are responsible for:

    a. embedding the values of academic integrity within professional development and review reports; and

    b. notifying suspected breaches of academic integrity in accordance with the relevant disciplinary process.

3 NOTES

3.1	Contact Officer	Chair, Senate Learning and Teaching Committee
3.2	Implementation Officer	Associate Deans, Learning and Teaching
3.3	Approval Authority / Authorities	Academic Senate
3.4	Date Approved	20 February 2018
3.5	Date of Commencement	20 February 2018
3.6	Date for Review	February 2021
3.7	Documents Superseded by this Schedule	Academic Honesty Policy, approved 13 November 2012
3.8	Amendment History	12 December 2018 - Update to MUIC staff position titles following management restructure.
3.9	Policy Authorisation	Academic Integrity Policy