Academic Integrity Advisory Group Terms of Reference

Section 1 - Establishment

(1) The Academic Integrity Advisory Group (AIAG) is established as a sub-committee of the Learning and Teaching Committee (LTC).

Section 2 - Functions and Responsibilities

(2) The AIAG will:

a. advise LTC on matters related to academic integrity;

b. develop and promote excellence in academic integrity through the application of suitable learning and teaching pedagogies;

c. make recommendations on policies and procedures to LTC and on management issues to the Provost;

d. assess the impact of changes in the academic integrity landscape both locally, nationally and internationally and advise LTC accordingly;

e. assess the implications of learning and teaching policies on academic integrity and vice-versa;

f. ensure academic integrity at CDU meets or exceeds all internal and external compliance and reporting needs;

g. provide guidance to the Provost regarding the status of academic integrity at CDU including relevant sector benchmarking;

h. advise on the establishment of support roles and associated responsibilities;

i. develop processes to capture and coordinate innovations in academic integrity throughout the University and more generally;

j. create and monitor appropriate academic integrity metrics;

k. make recommendations regarding academic integrity training, promotion and support; and

l. respond to other matters as may be referred to it from time to time by the LTC, Faculties or central areas.

Section 3 - Membership

(3) Membership of the AIAG will comprise:

a. Associate Director Academic Quality and Integrity (Chair);

b. Associate Director Learning Experience (Co-Chair);

c. Provost;

d. Director Library Services;

e. Deputy Director Office of the CIDO;

f. Two representative experts from each Faculty and CDU TAFE;

g. Manager of Language & Learning;

h. Manager Student Policy and Complaints;

i. Quality Specialist Academic Integrity and Reporting;

j. One member from Student Transition and Success;

k. One member from Learning Experience;

l. One ember from Learning Systems and Resources;

m. Dean of Graduate Studies; and

n. One (1) student representative.

(4) Ex officio members may nominate a standing nominee.

(5) The Chair may invite additional non-voting attendees but may not co-opt additional members.

Section 4 - Chair

(6) The Associate Director Academic Quality and Integrity will be the Chair of AIAG.

(7) The Associate Director Learning Experience will be Co-Chair of the AIAG.

(8) In the absence of both the Chair and the Co-Chair the meeting will be postponed or cancelled.

Section 5 - Secretary

(9) The Secretariat for the AIAG will be provided by Teaching and Learning Connect.

Section 6 - Terms of office

(10) Ex Officio members will hold the rights and privileges of the ex-officio position for the duration of their acting appointment.

(11) Representatives are appointed by their respective executive manager for a period of one (1) year from the date of appointment and are eligible for re-appointment.

Section 7 - Quorum

(12) At a meeting of the AIAG quorum is constituted as 50% plus one members of the AIAG.

Section 8 - Meetings

(13) AIAG meetings are held four (4) times a year, in time to report to the next LTC, with provision for in-person and technology mediated meetings.

(14) The Chair may call additional meetings if necessary.

Section 9 - Member conduct

(15) Professional conduct of members is expected at all times. The Chair may call members to order as required.

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(16) Items of discussion must be treated with confidentiality as appropriate by members.

Section 10 - Agenda

(17) The agenda, with attached meeting papers is to be distributed at least three (3) working days prior to the next scheduled meeting.

(18) The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Section 11 - Minutes

(19) Meeting minutes and action items will be made available to the AIAG within two weeks of the meeting.

Section 12 - Reporting

(20) The minutes and action items from the meeting of the AIAG will be provided to the next meeting of LTC.

(21) Information relating to matters under consideration and issues resolved will be disseminated to the University.

Section 13 - Conflicts of interest

(22) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

Section 14 - Non-compliance

(23) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct - Students](#).

(24) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(25) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting (Improper Conduct) Procedure](#).

Status and Details

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Glossary Terms and Definitions

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.