

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

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SOP Title Academic Integrity and Honesty Policy

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DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

TABLE OF CONTENTS

1.0	ACRONYMS	4
2.0	INTRODUCTION	5
3.0	PURPOSE	5
4.0	RELEVANT POLICIES	5
5.0	RESPONSIBILITIES	5
6.0	ACADEMIC MISCONDUCT PROCESS MAP	7
7.0	SPECIFIC PROCESSES	7
7.1	Academic Misconduct Resolution	7
7.2	Responding to Minor Academic Misconduct	8
7.3	Responding to Major Academic Misconduct	9
7.4	Appeal Against Decision	10
7.5	Formal Record of Academic Misconduct and Monitoring	11
8.0	COMPLIANCE	12
9.0	CONCLUSION	12
10.0	INTERNAL AND EXTERNAL REFERENCES	12
11.0	APPENDICES	12
12.0	CHANGE HISTORY	12

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

1.0 ACRONYMS

FEO	Fijian Elections Office
IDEE	Institute of Democracy and Electoral Education
SoE	Supervisor of Elections
D-IDEE	Director IDEE

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

2.0 INTRODUCTION

The Institute of Democracy and Electoral Education (**IDEE**) within the Fijian Elections Office (**FEO**) is committed to fostering a culture of personal and academic integrity and developing electoral graduates with a strong sense of personal and professional ethics. Students and staff share the responsibility of creating an environment where academic honesty and independent learning are well understood and valued.

The IDEE must train its staff to provide consistent and coherent support to students in all matters related to academic integrity. The IDEE will prioritise the prevention of academic dishonesty by providing information and education so that every student understands their obligation to work independently and apply the required industry or professional standards in their assessments and broader education.

Any form of cheating, plagiarism, collusion, inappropriate or unsanctioned use of generative artificial intelligence tools, or dishonesty devalues the quality of learning for every student and undermines the academic standards of the IDEE. Allegations of academic misconduct will be taken seriously and dealt with fairly, consistently, and transparently.

3.0 PURPOSE

This Policy outlines the IDEE expectations of academic integrity for every staff and student, including the principles and framework for upholding the high standards required and for managing alleged academic misconduct.

4.0 RELEVANT POLICIES

Human Resources Policy

18.0 Disciplinary Actions

5.0 RESPONSIBILITIES

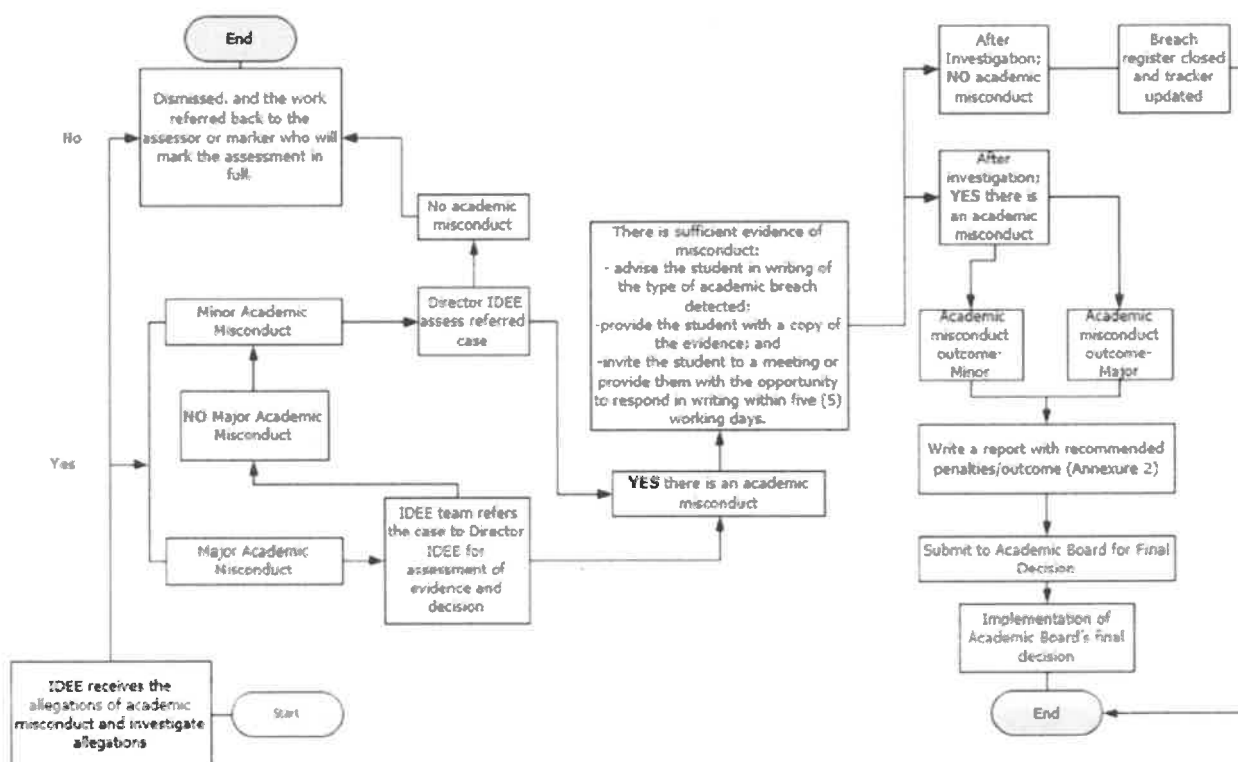
Academic Board	Makes the final decision on submission of any academic misconduct.
Director IDEE	Submit report with recommendations.
IDEE Team	1. Educate FEO staff and students on this Policy. Providing resources and training to develop every student's understanding of appropriate academic conventions for their study.

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

	2. Educate staff to provide advice, resources and context-specific support to students. 3. Create an environment of mutual trust, where student ideas and work are respected, assessed with integrity and properly attributed. 4. Prevent misconduct by identifying the root causes and improving the ways in which students are assessed, creating a learning environment where students are known to staff and supported to build their skills and encouraging a teaching and learning environment that educates students about expectations of academic integrity and appropriate referencing techniques to reduce opportunities for student academic misconduct. 5. Intervene early when academic misconduct is suspected or detected, acting on alleged academic misconduct by ensuring that investigations are fair, confidential and timely and decisions are evidence-based and in accordance with the principles of procedural fairness. 6. Always demonstrating good practice with respect to unit content and assessment delivery. 7. Modeling good practice and providing support and advice to students in preparing them to undertake academic tasks. 8. Advising on the appropriate use of tools such as generative artificial intelligence to assist in creating academic content. 9. Educating students on appropriate academic integrity techniques, clearly explaining what constitutes plagiarism, collusion and other forms of cheating within that unit or training. 10. Identifying and acting on instances of academic misconduct, including referring them to relevant staff.
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ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

6.0 ACADEMIC MISCONDUCT PROCESS MAP



7.0 SPECIFIC PROCESSES

7.1 Academic Misconduct Resolution

- (1) Breaches of academic integrity will usually be dealt with under this Policy in the first instance, acknowledging that repeated or serious cases may be referred to the Code of Conduct stipulated in the Human Resources Policy for action.
- (2) The IDEE will:
 - a. investigate allegations of academic misconduct in a consistent, transparent and timely manner;
 - b. act in accordance with the principles of procedural fairness and confidentiality, including advising students of allegations of misconduct against them in a timely manner and ensuring that students have an opportunity to respond to any allegation against them and to appeal any decisions made;
 - c. make decisions on whether an act of misconduct has occurred after the facts have been established to the satisfaction of the decision-

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

maker, ensuring that staff with direct interest in an allegation against a student are not involved in making a determination of misconduct in relation to that student; and

- d. not take into account previous misconduct breaches when determining whether a minor breach has occurred, but may take into account previous breaches when deciding on penalties to be imposed.

7.2 Responding to Minor Academic Misconduct

- (3) The Director IDEE will manage minor breaches of academic integrity, with potential breaches referred to them by trainers, markers, or exam invigilators.
- (4) The Director IDEE will assess referred cases using their academic expertise and judgement in addition to the evidence from the person making the referral and any supporting evidence from text-matching software or other technology to assist in determining the percentage of similarity between the students submitted work and other sources as a guide.
- (5) Where the Director IDEE does not find a breach to have occurred, the matter will be dismissed, and the work referred back to the assessor or marker or in the case where the assessor or marker is the individual that referred the who will mark the assessment in full.
- (6) Where the Director IDEE finds sufficient evidence of a breach, they will:
 - a. advise the student in writing of the type of academic breach detected;
 - b. provide the student with a copy of the evidence; and
 - c. invite the student to a meeting or provide them with the opportunity to respond in writing.
 - d. The student will have five (5) working days to attend a meeting or provide a response to the allegation. Where no response is received within the stipulated time period, the MLD will proceed based on the available evidence.
- (7) The Director IDEE will make a decision about whether a minor academic misconduct has occurred, taking into account:
 - a. the type of academic misconduct;
 - b. the extent of the misconduct;
 - c. the experience of the student; and
 - d. the stage or level of the student in their course.
- (8) After investigation, if the Director IDEE decides that a minor academic misconduct has not occurred,

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

- a. no further action will be taken and
 - b. no record of the allegations of misconduct will be reported on the student's file.
- (9) After investigation, if the Director IDEE decides that a minor academic misconduct has occurred the Director IDEE will;
 - a. Submit a report recommending a penalty under Annexure 1 and action to be taken and outlining clause 10 to the Academic Board for the final decision.
- (10) Following the receipt of the final decision from Academic Board, the Director IDEE will;
 - a. advise the student in writing of the outcome and any action to be taken, including whether the case will be referred for action under the Code of Conduct (for severe cases) or to external agencies for conduct deemed reportable or a criminal offence, as applicable;
 - b. refer the student to undertake appropriate educative intervention;
 - c. record the fail grade or Not Competent notation; and
 - d. inform the student of the option to appeal the finding.

7.3 Responding to Major Academic Misconduct

- 10 The Director IDEE will refer major academic misconduct to the Academic Board for assessment of the evidence and decision.
- 11 The Academic Board will assess referred cases.
- 12 Where the Academic Board does not find a serious breach to have occurred, the matter will be referred back to the Director IDEE to be assessed as a minor breach.
- 13 Where the Academic Board finds sufficient evidence to support an allegation of a major academic misconduct, they will:
 - a. advise the student in writing of the type of academic breach detected; and
 - b. provide the student with a copy of the evidence; and
 - c. invite the student to a meeting or provide them with the opportunity to respond in writing.
 - d. The student will have five (5) working days to attend a meeting or provide a response to the allegation. Where no response is received within the stipulated time period, the process will proceed based on the available evidence.
- 14 The Academic Board will make a decision about whether a breach has occurred, taking into account:

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

- e. the type of academic misconduct;
 - f. the extent of the misconduct;
 - g. the experience of the student; and
 - h. the stage or level of the student in their course.
- 15 After investigation, the Academic Board decides that a major academic misconduct has not occurred:
- a. no further action will be taken; and
 - b. no record of the allegations of misconduct will be reported on the student's file.
- 16 After investigation, the Academic Board decides that a major academic misconduct has occurred the Academic Board will;
- a. advise the student in writing of the outcome and any action to be taken, including whether the case will be referred for action under the Code of Conduct (for severe cases) or to external agencies for conduct deemed reportable or a criminal offence, as applicable;
 - b. refer the student to undertake appropriate educative intervention;
 - c. record the fail grade or Not Competent notation; and
 - d. inform the student of the option to appeal the finding.

7.4 Appeal Against Decision

- 17 A student can lodge an appeal in writing (or another accessible format) with the IDEE within twenty (20) working days of receiving the academic misconduct outcome.
- 18 Late appeals will be accepted where there are exceptional circumstances that prevented timely lodging of an appeal.
- 19 An appeal will only be accepted where one or more of the following conditions have been met:
- a. The process was not followed correctly, or failed to provide procedural fairness;
 - b. Additional information or evidence is available now, but was not reasonably available when required for the academic misconduct case; or
 - c. The decision was manifestly unjust.
- 20 An appeal may be rejected if it fails to meet the conditions stipulated above.
- 21 The IDEE will acknowledge receipt of an appeal within two (2) working days.

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

- 22 Appeals will be assessed by the IDEE. Students may be asked to clarify the appeal, provide a detailed statement or provide additional evidence. Information may also be requested from other relevant parties.
- 23 The IDEE may request to meet with the appellant and with other parties to the appeal, including the person responsible for determining the outcome of the academic misconduct. They may also request or access additional information. This will then decide on the appeal outcome based on the evidence at hand. Where there is conflicting evidence, the outcome of the academic misconduct may be based on the balance of probabilities.
- 24 Students will usually be provided with a written outcome within twenty (20) working days of the IDEE finalising the outcome, and will include details of the basis for any decisions.
- 25 An appeal outcome can be delayed due to the complexity or serious nature of the matter, or because parties to the appeal are temporarily unavailable, or because there is a time lag in accessing relevant information.
- 26 Where such a delay occurs, the student will be informed of a revised timeframe.
- 27 The IDEE will monitor the progress of all appeals and keep students informed about their progress.

7.5 Formal Record of Academic Misconduct and Monitoring

- 28 The Director IDEE will submit a full record of all stages of academic misconduct proceedings including all actions, evidence, correspondence, meetings and minutes, on a confidential file with the Student Policy and Complaints team. When misconduct is determined to have taken place, a summary of the investigation and determination will be recorded on the student's file.
- 29 The IDEE will record, monitor, review and report on academic misconduct of academic integrity to the Academic Board. Reporting will occur in accordance with the IDEE reporting cycle.
- 30 The IDEE team will record, monitor, review, and report instances of multiple academic misconduct by individual students to Director IDEE.
- 35 Confidential records will be disposed off accordingly and a softcopy saved in the system in a secure file.

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF
DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

8.0 COMPLIANCE

Those required to implement the provisions of this policy will be held accountable for non-compliance through the disciplinary provisions mentioned in the HR Policy.

9.0 CONCLUSION

The IDEE will conduct training on all the processes relating to this policy to ensure students are treated fairly.

10.0 INTERNAL AND EXTERNAL REFERENCES

10.1 Human Resources Policy

10.2 IDEE Student Grievance Policy and Procedures

11.0 APPENDICES

Annexure 1: Penalties/Outcome

12.0 CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.

Annexure 1: Penalties/ Outcome

Level	Description	Penalties / outcomes	Impact on results
Major	Academic misconduct will be deemed serious if it appears to be:	1. HR Policy 2. Recorded on student file, and 3. Fail (0%) or Unsatisfactory for the submitted work. 4. Fail or Not Competent for the unit.	Fail (0%) (Higher Education (HE))
	For severe or repeated cases, and for all cases of contract cheating: 1. Disciplinary action under the Code of Conduct. 2. Referral to external agencies for conduct deemed a reportable or criminal offence.		Not Competent (VET)
Minor	All cases of contract cheating will be deemed major.	1. HR Policy 2. Recorded on student file, and 3. Students: 1. Warning with 0-10% reduction in marks, or 2. Second attempt at the assessment, or supplementary skills assessment	Depending on the academic misconduct: 1. Full range of marks and grades, or a reduced range (HE) 2. Satisfactory or Unsatisfactory assessment outcome or Competent or Not
	All academic misconduct not deemed to be major will be deemed minor.		

ACADEMIC INTEGRITY AND HONESTY POLICY FOR THE INSTITUTE OF DEMOCRACY AND ELECTORAL EDUCATION (IDEE).

Level	Description	Penalties / outcomes	Impact on results
		3. Second attempt at the assessment with Pass only grade available, or 4. Mark original content only, disregarding sections in question.	Competent unit outcome.