

Job Description – Integrity and Student Conduct Advisor

Position Details

Position Title:	Integrity and Student Conduct Advisor
Division/ Centre:	Dean of Students
Department:	Academic Registrar's Group (ARG) Vietnam
Campus Location:	Based at the HCMC campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV5
Time Fraction:	Full-time (1.0)

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Integrity and Student Conduct Advisor is a key role within the Academic Registrar's Group at RMIT Vietnam, with responsibility for key assessment support activities, including coordinating applications for adjustments to assessment, final exams, results entry and publication, and appeals against assessment.

The role includes coordinating unsatisfactory academic performance processes, from identifying and communicating at risk status to supporting program assessment board outcomes and appeals against exclusion. Finally, the position requires the coordination of student conduct issues, for both academic misconduct and general misconduct.

While the role is primarily based in HCMC, it provides oversight and support of relevant activities at all RMIT Vietnam campuses.

Reporting Line

Reports to: Manager, Integrity and Assessment Support

Key Accountabilities

1. Coordinate applications for adjustments to assessment, including special consideration and remission of debt; assess standard applications and convene panels for special cases; collaborate with Wellbeing and Equitable Learning Services (ELS) for cases requiring special arrangements or input. Guide Academic Schools to manage adjustments to assessment according to processes and in a timely way.
2. Coordinate final examinations, including managing exam timetables, seating lists, timely exam paper delivery from Academic Schools, secure printing, exam supervisors and venue set-up. Support ad hoc external exams.
3. Coordinate results entry and publication and transfer of results between RMIT systems; liaise with Academic Schools to ensure results moderation and approvals occur in a timely manner and according to policy; manage changes to grades; identify potential supplementary assessment cases and results issues.
4. Manage unsatisfactory academic progress (at risk) identification, notification and reporting on behalf of Academic Schools; coordinate "show cause" submissions for Program Assessment Board (PAB) decisions; issue outcome notifications and work with stakeholders to manage excluded students.
5. Coordinate general misconduct cases, make referrals to Senior Officers and schedule hearings; provide support and guidance for academic misconduct matters and work with Academic Schools and Senior Officers to ensure conduct matters are managed consistently, fairly and in accordance with academic policy.
6. Coordinate student requests for review and appeals, including appeals against special consideration, assessment, and exclusion outcomes, as well as appeals against student conduct decisions; work with relevant assessors, panels and appeals committees to consider applications and manage hearings.
7. Provide policy and process information and advice to stakeholders on assessment support and student conduct matters; run periodic reviews and support audits to identify compliance and consistency issues; coordinate and deliver periodic guidance, training and awareness campaigns as needed. Manage web pages and information channels to ensure students and staff are well informed on assessment support and conduct matters and have access to up-to-date forms and templates.
8. Develop relationships and collaborate with staff across RMIT, including in key support services, Academic Schools and the RMIT Integrity unit in the ARG to facilitate timely, fair and consistent outcomes that are aligned with RMIT policy and processes and to address areas of concern.
9. Contribute to knowledge and ongoing review of matters concerning assessment support and student conduct; maintain accurate records (including via the student conduct database and other systems); develop and issue regular reports, provide analysis and make recommendations for improvements.
10. Any other tasks relevant to the role or as required by line manager.

Key Selection Criteria

1. Bachelor's degree in a relevant discipline.
2. At least three years of experience in a similar role or with a focus on coordinating high-level academic services or administration.

3. Experience handling complex administrative processes and compliance matters. Experience handling requests for review, appeals or customer resolution processes preferred.
4. Strong communication and interpersonal skills, including written communication and report writing and the ability to communicate sensitive information using multiple modes.
5. Demonstrated ability to work independently and as part of a team. Ability to engage effectively with a range of stakeholders at different levels, including those who may exhibit challenging behaviours.
6. Demonstrated experience in handling sensitive and confidential issues.
7. Experience working in a complex environment requiring the application of analytical and problem-solving skills and the exercise of sound judgement.
8. Excellent organisational skills, including the ability to prioritise tasks and manage events; high attention to detail and accuracy.
9. Proficient use of standard office software; experience with databases and online records systems.
10. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff, is up to date.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 or equivalent to 65 in BULATS.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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