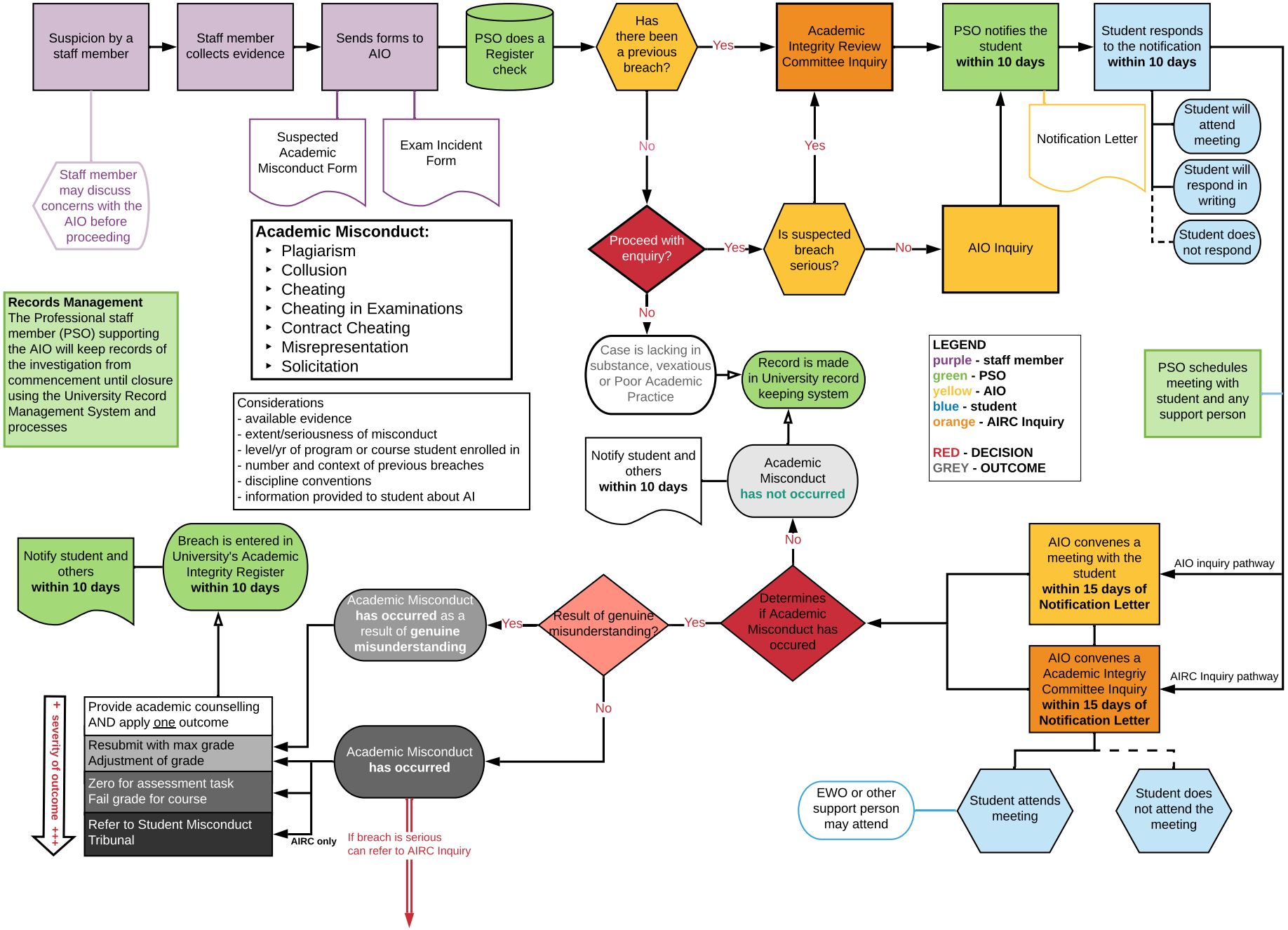
Suspicion by a staff member
Staff member collects evidence
Sends forms to AIO
PSO does a Register check
Has there been a previous breach?
Yes
Academic Integrity Review Committee Inquiry
PSO notifies the student within 10 days
Student responds to the notification within 10 days
Staff member may discuss concerns with the AIO before proceeding
Suspected Academic Misconduct Form
Exam Incident Form
No
Yes
Notification Letter
Student will attend meeting
Student will respond in writing
Student does not respond
Proceed with enquiry?
Yes
Is suspected breach serious?
No
AIO Inquiry
Academic Misconduct:
Plagiarism
Collusion
Cheating
Cheating in Examinations
Contract Cheating
Misrepresentation
Solicitation
Records Management
The Professional staff member (PSO) supporting the AIO will keep records of the investigation from commencement until closure using the University Record Management System and processes
No
Case is lacking in substance, vexatious or Poor Academic Practice
Record is made in University record keeping system
LEGEND
purple - staff member
green - PSO
yellow - AIO
blue - student
orange - AIRC Inquiry
RED - DECISION
GREY - OUTCOME
PSO schedules meeting with student and any support person
Considerations
- available evidence
- extent/seriousness of misconduct
- level/yr of program or course student enrolled in
- number and context of previous breaches
- discipline conventions
- information provided to student about AI
Notify student and others within 10 days
Academic Misconduct has not occurred
No
Notify student and others within 10 days
Breach is entered in University's Academic Integrity Register within 10 days
Academic Misconduct has occurred as a result of genuine misunderstanding
Yes
Result of genuine misunderstanding?
Yes
Determines if Academic Misconduct has occured
AIO convenes a meeting with the student within 15 days of Notification Letter
AIO inquiry pathway
AIO convenes a Academic Integriy Committee Inquiry within 15 days of Notification Letter
AIRC Inquiry pathway
No
Academic Misconduct has occurred
+ severity of outcome +++
Provide academic counselling AND apply one outcome
Resubmit with max grade
Adjustment of grade
Zero for assessment task
Fail grade for course
Refer to Student Misconduct Tribunal
AIRC only
If breach is serious can refer to AIRC Inquiry
EWO or other support person may attend
Student attends meeting
Student does not attend the meeting