

# Academic Integrity Procedures - Flow Diagram

Academic misconduct suspected (e.g. evidence indicates cheating has occurred - as defined in the Glossary of Terms)

Lecturer completes e-form

E-form is received by the AIC & uploaded into SF

A warning or Level 1 misconduct suspected

Level 2 or 3 misconduct suspected

Evidence suggests Lv 2 or Lv 3 misconduct. AIC assigns case to AIO. AIO investigates, discusses with lecturer & reviews evidence. PM informed.

AIO emails student (using template) notifying of an academic integrity concern & invite to attend an interview.

AIO interviews student with lecturer in attendance

Academic Integrity Officer (AIO) investigates Level 2 & 3 cases

Major breach found

AIO sends interview findings, evidence, & recommendations to: relevant PM (for Lv 2) or relevant PM, Dean & AIC (for Lv 3) within 24 hours, cc'ing AIC.

Program Manager takes over finalising Level 2 & 3 cases from AIO

Lv 2 determined by PM. PM notifies student of allegation outcome and penalty via email (using template) within 5 days of receiving evidence from AIO

Lv 3 determined by Academic Integrity Panel, which is convened by the PM. PM notifies student of allegation outcome and penalty via email (using template) within 5 days of receiving evidence from AIO

PM or AIC records all evidence and outcomes in register (including Echo360 interview recording) & advises AIC, AIO and Student Success Centre Manager of outcome

Academic Integrity Advisor & AIC available for staff support, difficult cases, or student complaints

AIC investigates & checks for prior misconduct. Evidence indicates warning or Lv 1 misconduct. If prior misconduct, elevate to AIC.

Minor breach found

LEVEL 1 BREACH: Lecturer emails student (using template) with notice of alleged Lv 1 misconduct, inviting them to respond in writing within 3 working days. Lecturer emails student the outcome (using template & cc'ing PM, SSC, AIC) within 5 working days of student's response. AIC updates the student's register

Lecturer manages Warnings & Level 1 cases

WARNING: Lecturer gives warning (no penalty) where a small amount of unintentional plagiarism is detected and it's student's first offence. Lecturer emails the warning to the student (using template), cc'ing AIC.

No breach found

No penalty recorded. Investigation content is logged in Register.

Student Success Centre support

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