Academic Misconduct (Coursework) Flowchart

Stage 1 – Investigation

Subject Coordinator (SC) to determine if there is a case of academic misconduct

- SC identifies possible case of academic misconduct by a coursework student

Does the conduct represent poor academic practice?

- Yes
  - SC informs the FIC Executive Officer of the case
  - FIC Executive Officer checks the local and central register for a record of poor academic practice or misconduct

- No
  - SC notifies AIO of case

Optional

AIO determines if there sufficient evidence to escalate the case to the FIC

- Yes
  - SC investigates
    - AIO conducts investigation with the assistance of the SC
    - Case determined by AIO
      - (Go to Stage 2)

- No
  - SC interviews student
    - AIO refers matter to the FIC
      - (Go to Stage 3)

Optional

Does the student have a record of prior poor academic practice or misconduct?

- Yes
  - AIO refers matter to the FIC
    - (Go to Stage 3)

- No
  - SC discusses matter with student & imposes an Informal Outcome
    - No further action taken

Case is reported to SC

SC checks whether there is some evidence that academic misconduct may have occurred.

Optional

SC determines if there sufficient evidence to escalate the case to the FIC

- Yes
  - SC investigates
    - AIO conducts investigation with the assistance of the SC
    - Case determined by AIO
      - (Go to Stage 2)

- No
  - SC interviews student
    - AIO refers matter to the FIC
      - (Go to Stage 3)

Has academic misconduct occurred?

- Yes
  - SC recommends outcome
    - Case referred to AIO
      - (Go to Stage 2)

- No
  - SC imposes an Informal Outcome
    - SC submits record of interaction to the FIC Secretary for inclusion on the Local Register as Poor Academic Practice

- Does the conduct represent poor academic practice?
  - Yes
    - SC imposes an Informal Outcome
    - SC advises complainant of outcome

- No
  - SC refers matter to the FIC
    - (Go to Stage 3)

Investigation conducted in accordance with the Exams Procedure

Exam Invigilator identifies possible case of academic misconduct in University Exam

Consult with AIO

- Does the student have a record of prior poor academic practice or misconduct?
  - Yes
    - SC imposes an Informal Outcome
    - SC submits record of interaction to the FIC Secretary for inclusion on the Local Register as Poor Academic Practice

- No
  - SC refers matter to the FIC
    - (Go to Stage 3)
Stage 2 – AIO Evidence Review and Determination
Progression of case by Academic Integrity Officer (AIO), including review of evidence, determination and outcome imposed

AIO reviews evidence submitted by SC and/or exams team

Optional

Consult with SC

Has academic misconduct occurred?

Yes

No

Does the conduct represent poor academic practice?

Yes

No

Does the conduct warrant a Medium-Level or High-level Outcome?

Yes

No

AIO imposes an Informal Outcome

AIO advises the complainant, SC and any other relevant staff of the outcome

Does the student have a record of prior poor academic practice or misconduct?

Yes

No

AIO determines the appropriate Low-level Outcome to be imposed

AIO imposes outcome

AIO advises the FIC Executive Officer to update the Local Register

AIO advises student of the outcome

AIO advises the complainant, SC and any other relevant staff of the outcome

No further action taken

AIO refers matter to FIC (Go to Stage 3)

AIO submits record to the FIC Executive Officer to update the Local Register

AIO discusses finding with SC

Allegation dismissed

Has academic misconduct occurred?

Yes

No further action taken

No

Does the previous record warrant a Medium-Level or High-level Outcome?

Yes

No

AIO advises the complainant, SC and any other relevant staff of the outcome
Stage 3 – Faculty Determination
Progression of case by Faculty Investigation Committee (FIC), including investigation, determination and outcome imposed

FIC considers evidence and interviews student and any other relevant witnesses

Has academic misconduct occurred?

No

Does the conduct represent poor academic practice?

Yes

FIC imposes an Informal Outcome

No

Does the student have a record of prior poor academic practice?

Yes

FIC considers whether previous history warrants a more severe penalty

No

No further action taken

Yes

FIC imposes the appropriate outcome

Does the conduct warrant the imposition of a High-Level Outcome?

Yes

FIC refers matter to SCC (Go to Stage 4)

No

FIC refers matter to SCC (Go to Stage 4)

FIC imposes Low-level or Medium-Level Outcome

FIC updates the Local & Central Register

FIC advises student of the outcome

FIC advises the complainant, AIO, SC and any other relevant staff of the outcome.

No further action taken

FIC updates the Local Register

FIC advises the complainant, AIO, SC and any other relevant staff of the outcome.
Has academic misconduct occurred? 
No 
SCC considers evidence and interviews student and any other relevant witnesses 
Yes 
Does the conduct represent poor academic practice? 
No 
Allegation dismissed 
Yes 
SCC imposes an Informal Outcome 
SCC Executive Officer advises the FIC Executive Officer to update the Local Register 
SCC advises student, AIO, SC and any other relevant staff of the outcome 
No further action taken 
SCC determines the appropriate outcome 
Does the student have a record of prior poor academic practice? 
Yes 
SCC considers whether previous history warrants a more severe penalty 
No 
SCC imposes Low-Level, Medium-Level or High-Level Outcome 
SCC updates the Local & Central Register 
SCC advises student of the outcome 
SCC advises the complainant, SC and any other relevant staff of the outcome. 
No further action taken 
SCC recommends to VC if suspension, exclusion or rescission 
VC imposes suspension or exclusion or recommends to Council to impose rescission