Discusses the possible breach of academic misconduct with student, face to face if possible, or on the phone. The UC will ask the student to sign a written record of the discussion. The UC will then determine if there is evidence to support an allegation of academic misconduct.

UNIT COORDINATOR - Educative Intervention
If the breach resulted from misunderstanding, inexperience or carelessness the Unit Coordinator will give the student comprehensive feedback on the current deficiencies of the work and strategies to address these deficiencies. The Unit coordinator will EITHER:
1. Ask student to resubmit the work for a maximum possible grade of Pass, OR
2. Mark the work taking full account of the deficiencies in achieving the intended learning outcomes.

UNIT COORDINATOR - Disciplinary Intervention
Escalates the allegation to the Head of School (HoS) (or relevant Pro Vice-Chancellor if the UC is the HoS) IF:
1. Student has previous allegations of breaches of Academic Integrity on the Register, OR
2. The breach HAS NOT resulted from misunderstanding, inexperience or carelessness, OR
3. It is related to examinations, OR
4. Student denies the allegation, OR
5. Student requests that it be escalated to the HoS.

STUDENT
Accepts the decision of the UC and implements feedback on addressing deficiencies.
GUIDE TO STUDENT BREACH OF ACADEMIC INTEGRITY PROCEDURES

Part 2 of 2

HEAD OF SCHOOL

Thoroughly reviews the allegation and will:
1. Give student information about the alleged breach.
2. Give student an opportunity to be heard.
3. Collect relevant information THEN
4. Determine if there is sufficient evidence to support the allegation.

TIMEFRAME
Head of School has 10 working days to notify student from referral of allegation to determination.

HEAD OF SCHOOL

Decides one of the following three options:

1. Establishes a Board of Inquiry (BoI) to undertake a thorough review of the allegation.
2. Advises student in writing that the matter has been escalated to a Board of Inquiry.
3. Dismisses allegation.

If the HoS determines the breach resulted from misunderstanding, inexperience or carelessness, the HoS (in consultation with the UC) will decide EITHER:
1. Work is to be resubmitted for a maximum possible grade of Pass OR
2. The work is to be marked taking full account of the deficiencies in achieving the intended outcomes AND will give student comprehensive feedback on the current deficiencies of the work and the strategies to address the deficiencies.

STUDENT
Accepts the decision of the HoS and implements feedback on addressing deficiencies.

PRO-VICE CHANCELLOR
Dismisses allegation.

HEAD OF SCHOOL

Determines if the breach has resulted from misunderstanding, inexperience or carelessness or if there are sufficient mitigating circumstances. The BoI, in consultation with the HoS, will EITHER:
1. Ask student to resubmit work for a maximum possible grade of Pass OR
2. Mark the work taking full account of the deficiencies in achieving the intended learning outcomes AND
3. Direct the UC to give student comprehensive feedback on the current deficiencies of work and strategies to address these deficiencies.

HEAD OF SCHOOL
Dismisses allegation.

HEAD OF SCHOOL

If there are no mitigating circumstances the HoS will EITHER:
1. Award zero marks for the work in which the breach has occurred OR
2. Award a fail grade for the whole unit.
The HoS may also recommend to the board that a supplementary examination is not allowed.

PRO-VICE CHANCELLOR

1. Establishes a Board of Inquiry (BoI) to undertake a thorough review of the allegation.
2. Advises student in writing that the matter has been escalated to a Board of Inquiry.

BOARD of INQUIRY

Determines if there is sufficient evidence to support the allegation.

TIMEFRAME
Board of Inquiry has 10 working days to notify student from referral of allegation to determination.

BOARD of INQUIRY

In cases of serial or substantial breaches such as purchasing or selling of assessments, stealing examination papers or leading collusion rackets, the HoS will refer the matter to the relevant Pro Vice-Chancellor for hearing by a Board of Inquiry.

BOARD of INQUIRY - Disciplinary Intervention

If there are no mitigating circumstances the BoI will EITHER:
1. Exclude student from the university for a period of 12 months OR
2. Expel student from the university OR
3. Rescind a degree or other award.

STUDENT
Accepts the decision OR lodges an appeal to the Academic Appeals Committee within 20 workings of receiving the determination.

BOARD of INQUIRY - Disciplinary Intervention

If there are no mitigating circumstances the BoI will EITHER:
1. Award zero marks for the work in which the breach has occurred OR
2. Award a fail grade for the whole unit AND
3. Provide comprehensive feedback on current deficiencies and strategies to address these deficiencies.

STUDENT
Accepts the decision or lodges an appeal to the Academic Appeals Committee.

BOARD of INQUIRY - Disciplinary Intervention

In cases of serial or substantial breaches the BoI will EITHER
1. Exclude student from the university for a period of 12 months OR
2. Expel student from the university OR
3. Rescind a degree or other award.

HEAD OF SCHOOL

Discusses with the HoS if the breach has resulted from misunderstanding, inexperience or carelessness or if there are sufficient mitigating circumstances. The BoI, in consultation with the HoS, will EITHER:
1. Ask student to resubmit work for a maximum possible grade of Pass OR
2. Mark the work taking full account of the deficiencies in achieving the intended learning outcomes AND
3. Direct the UC to give student comprehensive feedback on the current deficiencies of work and strategies to address these deficiencies.

HEAD OF SCHOOL

Determines if there is sufficient evidence to support the allegation.

STUDENT

Accepts the decision OR lodges an appeal to the Academic Appeals Committee.

PRO-VICE CHANCELLOR

1. Establishes a Board of Inquiry (BoI) to undertake a thorough review of the allegation.
2. Advises student in writing that the matter has been escalated to a Board of Inquiry.

BOARD of INQUIRY

If the HoS determines the breach resulted from misunderstanding, inexperience or carelessness, in consultation with the UC will decide EITHER:
1. Work is to be resubmitted for a maximum possible grade of Pass OR
2. The work is to be marked taking full account of the deficiencies in achieving the intended outcomes AND will give student comprehensive feedback on the current deficiencies of the work and the strategies to address the deficiencies.

STUDENT
Accepts the decision of the HoS and implements feedback on addressing deficiencies.

PRO-VICE CHANCELLOR
Dismisses allegation.

BOARD of INQUIRY - Disciplinary Intervention

If there are no mitigating circumstances the BoI will EITHER:
1. Award zero marks for the work in which the breach has occurred OR
2. Award a fail grade for the whole unit.

BOARD of INQUIRY - Disciplinary Intervention

In cases of serial or substantial breaches such as purchasing or selling of assessments, stealing examination papers or leading collusion rackets, the HoS will refer the matter to the relevant Pro Vice-Chancellor for hearing by a Board of Inquiry.

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2. The work is to be marked taking full account of the deficiencies in achieving the intended outcomes AND will give student comprehensive feedback on the current deficiencies of the work and the strategies to address the deficiencies.

HEAD OF SCHOOL

If there are no mitigating circumstances the HoS will EITHER:
1. Award zero marks for the work in which the breach has occurred OR
2. Award a fail grade for the whole unit.

The HoS may also recommend to the board that a supplementary examination is not allowed.

STUDENT

Accepts the decision OR lodges an appeal to the Academic Appeals Committee within 20 workings of receiving the determination.

PRO-VICE CHANCELLOR

1. Establishes a Board of Inquiry (BoI) to undertake a thorough review of the allegation.
2. Advises student in writing that the matter has been escalated to a Board of Inquiry.

BOARD of INQUIRY

Determines if there is sufficient evidence to support the allegation.

TIMEFRAME
Board of Inquiry has 10 working days to notify student from referral of allegation to determination.

BOARD of INQUIRY

In cases of serial or substantial breaches such as purchasing or selling of assessments, stealing examination papers or leading collusion rackets, the HoS will refer the matter to the relevant Pro Vice-Chancellor for hearing by a Board of Inquiry.

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