

## **OVERVIEW OF SCHOOL-LEVEL PROCESSES AND POSSIBLE OUTCOMES**

**School-level procedures for allegations other than exam misconduct (which is to be referred immediately by the Unit Coordinator to the Dean).**

**Teacher of the Unit** (e.g. lecturer, tutor, marker) suspects student may have engaged in academic misconduct - if considered there is evidence to warrant suspicion, sends signed or emailed report to Unit Coordinator (UC).

**Teacher of the Unit** and **Unit Coordinator** confer.

*Possible outcomes:*

- If decide suspicion unwarranted, no action required.
- If decide suspicion warranted and investigation required, UC calls interview with Teacher of the Unit and student (may include Director of Academic Program) and advises student and Dean of School of action.

**Unit Coordinator** and Teacher of the Unit (plus Director, Academic Program, if UC considers appropriate) meet with student.

*Possible outcomes:*

- If investigation and interview reveal no misconduct, dismiss allegation. Advise student, in writing.
- If find minor misconduct (definition as per Policy), outcome may include academic counselling (e.g. advice about proper referencing) and/or a penalty (as per Policy). Advise student, in writing.  
[ If minor misconduct and student's first offence within School, Unit Coordinator has option of asking the Dean of School to waive the record of academic misconduct (in consultation with SAC Chair or SAC Executive Committee.)]
- Student may choose to appeal UC's decision re minor misconduct to Dean of School.
- If judged to be substantial misconduct, UC to refer to Dean of School, for determination. Advise student of referral, in writing.

**Dean of School** (or formally appointed nominee) calls meeting with the student and representative of Academic Registrar (information may also be sought from UC).

*Possible outcomes:*

- If investigation and interview reveal no misconduct, dismiss allegation. Advise student, in writing.
- If Dean of School finds minor misconduct (definition as per Policy), outcome may include academic counselling (e.g. advice about proper referencing) and/or a penalty (as per Policy). Advise student, in writing.
- If find substantial misconduct, outcome may include academic counselling and/or a penalty (as per Policy). Advise student, in writing.
- Student may choose to appeal Dean of School's decision to the Student Academic Misconduct Committee.

**OR**

- If Dean of School finds substantial misconduct that is either threat to the integrity of the University's assessment processes, or is misconduct by a student whose level of experience suggests he or she should be aware of appropriate standards of ethical scholarship, refer to Student Academic Misconduct Committee. Advise student, in writing.

**[Student may appeal a decision by a Unit Coordinator to Dean of School or a Dean of School's decision to the Student Academic Misconduct Committee]**

**[Student may appeal a decision of a Student Academic Misconduct Committee to Senate Appeals and Integrity Committee]**

**Principles of procedural fairness** are to be followed at all times, including:

1. Student to be advised clearly of specific allegation, together with evidence claimed for it.
2. Student entitled to a fair hearing, including opportunity to challenge.
3. University representatives must deal with the particular allegation on the merits and strive to avoid bias, including bias on basis of any knowledge of student's prior record of misconduct.
4. University representatives must, where appropriate, initiate further enquiries to minimise doubt or obscurity concerning the facts of the case.
5. University representatives must provide reasons (brief) for decisions.
6. Student to have right to appeal decision on grounds specified in Appeals section of the Policy.

**Standard of proof**

"Balance of probability," **not** "beyond reasonable doubt."