Allegation of academic misconduct is raised (refer to Sections 3 & 4)

Teacher of Unit or Exam Supervisor—in Charge/ Manager discuss allegation and available evidence with Unit Coordinator—Advise HOS that investigation is proceeding

If requiring further investigation invite student to interview/meeting; provide advice as required (see sections 4 & 5, clause 33)

If incident is not misconduct, as defined by Policy, dismiss the allegation.

If substantiated refer to Head of School

If proven minor, determine appropriate course of action from among those listed in clause 35b

Advise student of outcome (no later than 5 working days after the meeting see clause 36); ensure that HOS receives copy of outcome, and that all information relevant to the allegation has been recorded in TRIM (See TRIM Guidelines).

Student responds to meeting request within 7 working days of date of notice to student

Meeting between 8 and 15 days from date of notice to student

Determine if proven or not (allegation may be considered in student’s absence)

If substantiated/ not proven, dismiss allegation

OR

If substantial academic misconduct refer to Head of School

Chart 1: Interview with Unit Coordinator and Teacher of the Unit

See Chart 2.
Head of School receives referral of allegation of academic misconduct

Within 10 working days of referral by Unit Coordinator, Head of School will invite student to meeting- include information outlined in clauses 38, 94, and 95, in letter

Student to respond within 7 working days of date of notice of meeting

Meeting to proceed and allegation to be determined (allegation may be determined in student’s absence)

or

If insufficient evidence, or unsubstantiated, dismiss allegation

or

If proven, determine as per clauses 43 and 44

If serious enough to warrant more severe penalty than those available to Head of School, Refer to College Academic Standards and Integrity Committee

Advise student of outcome (no later than 5 working days after the meeting)- TRIM all meeting information (see TRIM Guidelines)

Legislated timelines apply for visa holding students (see Guidelines for Staff)

See Chart 3.
CASIC receives referral of allegation - within ten working days, Committees Officer (for the Chair) organises meeting with student, to be held between 8 and 15 working days of notification to student—letter to include information in clauses 47, 94 and 95.

Meeting (if student does not attend, consider in his/her absence)

If allegation is determined to be proven, recommend appropriate course of action (see clauses 55 to 57)

or

If insufficient evidence / allegation not substantiated, recommend to PVC (L&T) to dismiss allegation

Forward recommendation to PVC (L&T), or VC, for decision (no later than 5 working days after meeting)

Within 5 working days of receiving CASIC’s recommendation, PVC to advise Academic Registrar of decision

Advise student of outcome, in writing, not more than 5 working days of PVC’s advice—TRIM all meeting information (see TRIM Guidelines)

Student to respond to meeting request (within 7 working days of date of notification to student)

Legislated timelines apply for visa holding students (see Guidelines for Staff)

NB: If student is appealing against determination of Head of School, determine as per the Appeals section,
Chart 4: Appeal to Head of School, against determination made by Unit Coordinator and Teacher of the Unit.

Appeal must be sent to the Head of School, within 15 working days of meeting with Unit Coordinator and Teacher of the Unit (or 20 working days if the student holds a student visa and the penalty affects conditions of enrolment)- Appeal letter to address grounds as defined in clause 62

If valid grounds for appeal, Head of School to invite student to meeting– to be held within 20 working days of receipt of appeal

Student to receive at least 7 working days notice of meeting + other information as per clause 65, 95 and relevant parts of clause 94.

If no valid grounds, dismiss appeal without meeting

If student does not attend meeting, consider appeal in his/ her absence

Determine appeal based on evidence and as per clause 66

Advise student of outcome of appeal (no later than 5 working days after the meeting)- TRIM all meeting information (see TRIM Guidelines)

Legislated timelines apply for visa holding students (see Guidelines for Staff)
Chart 5: Appeal to College Academic Standards and Integrity Committee (CASIC), against a determination made by the Head of School.

Appeals to be sent to Chair of CASIC (via the Committee Secretary) within 15 working days of the date of outcome letter from Head of School (or 20 working days if the student holds a student visa and the penalty affects conditions of enrolment)- appeal letter to address grounds defined in clause 70

If valid grounds for appeal, invite student to meeting, - to be held within 20 working days of receipt of the appeal.

Student to receive at least 7 working days notice of meeting, + other information as per clause 73 and Section 5

If no valid grounds, dismiss appeal without meeting

If student does not attend meeting, consider appeal in his/ her absence

Determine appeal based on evidence and as per clauses 75 and 76

Within 5 working days of meeting, recommendation to PVC (L&T), or VC, for decision

Within 5 working days of receiving recommendation, PVC / VC advises Academic Registrar of decision

Within 5 working days of receiving PVC / VC’s advice, Academic Registrar advises student of outcome.

- TRIM all meeting information . (see TRIM Guidelines).

Legislated timelines apply for visa holding students (see Guidelines for Staff)
Chart 6: Appeal to Senate Academic Standards and Integrity Committee (SASIC), against a determination made by a College Academic Standards and Integrity Committee

Appeals to be sent to Executive Officer of SASIC within 15 working days of date of outcome letter from University (or 20 working days if the student holds a student visa and the penalty affects conditions of enrolment)- appeal letter to address grounds defined in clause 82.

If valid grounds for appeal, invite student to meeting— to be held within 20 working days of receipt of appeal.

Student to receive at least 7 working days notice of meeting, and other information as per clauses 84 and 85 and Section 5).

If student does not attend meeting, consider appeal in his/ her absence.

Determine appeal based on evidence and as per clause 89.

Within 5 working days of meeting, recommendation to PVC (L&T), or VC, for decision.

Within 5 working days of receiving recommendation, PVC / VC advises Academic Registrar of decision.

Within 5 working days of receiving PVC / VC’s advice, Academic Registrar advises student of outcome.

Legislated timelines apply for visa holding students (see Guidelines for Staff).

- TRIM all meeting information.

(see TRIM Guidelines).