

Academic Misconduct Reporting Form

This form must be read in conjunction with the Academic Integrity Policy and Procedure.

Step 1

Date: _____ Academic Staff Name: _____

Student ID: _____ Unit: _____

Student First Name: _____ Last Name: _____

Nature of academic misconduct being reported

Please circle those applicable:-

Collusion: Yes

Plagiarism: Yes

Contract Cheating: Yes

Misrepresentation Yes

Cheating: Yes

Explanation of misconduct:

Name and Description of Assessment Task (include total mark value of assessment task):

Extent to which academic misconduct has occurred as a % of the entire assignment:

Student meeting Date

Time

Student attendance yes /no

Notes:

Academic Staff Member Signature: _____ Date: _____

Academic Coordinator to Complete (Level 2 Offence)

Date notification received: _____

AC contacted student by email Yes No

AC requested interview Yes No

Date student contacted by email: _____

Recommended penalty: _____

AC comments: _____

AC Signature: _____ Date: _____

This section to be completed by Student and Academic Services only:

Information recorded in Academic Misconduct Register

First Offence: Yes No Course _____

Subsequent Offence Yes No Course _____

Results blocked Yes Date _____ Results unblocked Yes Date _____

Notification of academic misconduct outcome sent to student Yes Date: _____

Notification sent to Unit coordinator and Academic coordinator Yes Date: _____

This section to be completed by Academic Manager only:

Outcome of investigation:

Dismiss misconduct claim

Formal warning (no academic penalty)

Mandatory participation in on-campus workshops and /or online academic integrity programs

Reduction of marks for the assessment by stated amount _____

Zero marks in relation to a specific component of the assessment task

Zero marks for the assignment

A grade of Fail ("N") and zero marks for the unit

Recommendation to be suspended for a trimester

Recommendation to be excluded from Deakin College

Academic Manager Signature: _____ Date: _____