

Reporting of Academic Misconduct Procedures

The *Reporting of Academic Misconduct Procedures* enact the provisions of the *Academic Integrity Policy*. The procedures should be read in conjunction with the policy.

Academic Integrity Policy - Step 1

1. Once a lecturer becomes aware that an incident of academic misconduct has occurred, the lecturer should investigate and verify whether an incident has occurred and if so, ascertain the nature ¹ and extent of the academic misconduct.
2. The lecturer must arrange a meeting, as soon as possible, with the student to discuss and outline the finding of academic misconduct. The student should be provided with an opportunity to explain their circumstances.
3. Following that meeting, the lecturer may decide on one of the following outcomes:
 - 3.1 Take no further action;
 - 3.2 Provide the student with a verbal warning and refer the student to the *Academic Integrity Policy* and, if relevant, to the resources on the Student Portal under Moodle/Academic Skills, or the Deakin University *Guide to assignment writing and referencing*; ² or
 - 3.3 Proceed with a formal complaint of academic misconduct with the relevant Course Coordinator so that a penalty may be applied (please refer to Step 2 below).
4. Where a student is suspected of involvement in academic misconduct during a final examination, the Academic Manager will notify the relevant Course Coordinator (please refer to Step 2 below).
5. Where a student is suspected of involvement in academic misconduct during a final examination, the Academic Manager will also notify the Manager Academic Services so that a result of RW (Result Withheld) is placed against that unit until the matter is resolved.

Academic Integrity Policy - Step 2

6. This section is instigated by one of the following courses:
 - 6.1 An Academic Manager has notified the Course Coordinator of a suspected involvement in academic misconduct during a final examination, under section 4 above; or
 - 6.2 A lecturer has followed sections 1, 2 and 3 of these procedures and decided to proceed with a formal complaint under subsection 3.3 above.

¹ Lecturers are referred to the Definitions section of the *Academic Integrity Policy*.

² Available at <http://www.deakin.edu.au/students/study-support>

7. In either 6.1 or 6.2, the Academic Manager or the lecturer must complete an *Academic Misconduct Reporting Form* in a timely manner and submit to the relevant Course Coordinator with supporting evidence of the academic misconduct.
8. Upon receiving the complaint from the lecturer, the Course Coordinator may investigate further and seek evidence in respect of the matter.
9. Before determining any penalty or action, the Course Coordinator must advise the student in writing of the complaint and provide him or her with an opportunity to respond to the complaint of academic misconduct. The notification must be sent by post and by email via the Student Portal, allowing 3 days for postage and providing the student with 7 days in which to respond to the complaint.
10. The Course Coordinator may request an interview with the student.
11. In addition to a written response, the student may request an interview with the Course Coordinator.
12. Following the student's response, the Course Coordinator may decide on one of the following outcomes:
 - 12.1 Take no further action;³
 - 12.2 Provide the student with a warning and refer the student to the *Academic Integrity Policy* and, if relevant, to the resources on the Student Portal under Moodle/Academic Skills, or the Deakin University *Guide to assignment writing and referencing*;⁴
 - 12.3 Impose a penalty under section 4 of the *Academic Integrity Policy*;
 - 12.4 The Course Coordinator may refer the matter to the College Assessment Committee for a formal hearing and decision. The provisions under section 7 of the *Academic Integrity Policy* apply.
13. Where the above subsection 12.3 and 12.4 apply, the Course Coordinator or the College Assessment Committee will complete the *Academic Misconduct Reporting Form* and forward to the Academic Manager for processing.
14. Where 12.3 and 12.4 apply, and evidence that steps 1 and 2 above have been fulfilled, the Academic Manager must inform the student of the decision in writing. The letter must be sent by post and by email via the Student Portal. A copy of the letter must be retained on the student's file.
15. A student has the right to an appeal. The functions of the Academic Grievance Committee will be assumed by Deakin College Appeals.

Related Forms: ***Academic Misconduct Reporting Form***

³ In this case, no documentation concerning the complaint shall be placed on file.

⁴ Available at <http://www.deakin.edu.au/students/study-support>