



# **Academic Misconduct Policy and Procedure**

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## Contents

1	Purpose and Scope .....	3
2	Definitions .....	3
3	Roles and Responsibilities .....	6
4	Policy statement .....	7
5	Procedure.....	8
6	Educative Support .....	11
7	Penalties for Academic Misconduct.....	12
8	Appeals.....	20
9	Questions/Feedback .....	20
10	Appendices .....	21

# 1 Purpose and Scope

The College values academic integrity and recognises its obligation to educate students in the definition, identification and avoidance of misconduct. To ensure academic integrity, all students and staff are required to behave with honesty and respect in all their educational behaviours. The purpose of this policy is to establish acceptable standards of academic behaviour that promote and support learning and maintain the academic integrity of the college and the assessment processes. This policy:

- describes different types of academic misconduct behaviours;
- outlines the College's methods of handling perceived breaches of academic integrity;
- details the support provided to students to encourage the academic integrity of the College;
- explains the procedures of investigation and associated discipline and penalties for academic misconduct;
- discusses the process for students to appeal College decisions on discipline or penalties based on academic misconduct.

This policy applies to all students and staff of the College. All other non-academic misconduct behaviour is outlined in the Student Conduct Rules.

## 2 Definitions

**2.1 College** refers to Australia Institute of Business and Technology

**2.2 Student** means:

- a student who is undertaking a course, a unit of competency (UoC), a corporate training session at or provided by the College;
- a former student who was undertaking a course, a unit of competency, a corporate training session at or provided by the College at the time when any academic misconduct occurred;
- a student of another educational institution who is undertaking a course, a unit of competency, a corporate training session, at or provided by the College;
- a student who is undertaking a work placement with external work placement providers or offered by the College.

**2.3 Staff** means:

- Persons who are trainers and assessors and management of the College

**2.4 Head of School (HoS):** Is Head of School, lead trainer, and school manager.

## 2.5 Academic Misconduct:

Academic Misconduct includes plagiarism, cheating and/or collusion, or any act or omission by a student which attempts to circumvent or defeat the integrity of the College's assessment process. Without limiting the scope of the definition of academic misconduct, examples of plagiarism, cheating and collusion are provided below:

**2.5.1 Plagiarism** occurs when the ideas and work of others are presented as a student's own work without proper acknowledgement by referencing. Plagiarism includes:

- Direct word-for-word copying of paragraphs, and sentences from any source (e.g. course learning materials, the internet, a journal article) without proper acknowledgement;
- Direct paraphrasing of paragraphs, and sentences from any source (e.g. course learning materials, the internet, a journal article) without proper acknowledgement. This includes summarising or rearranging another person's words, ideas, etc. without changing the basic structure and/or meaning of the text, either manually or by using a text paraphrasing or rewriting tool;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- Copying or adapting another student's original work into a submitted assessment item;
- Fabricating references.

**2.5.2 Cheating** occurs when a student behaves dishonestly in an attempt to obtain an unfair advantage in any form of assessment. Examples of cheating include:

- Failing to adhere to examination conditions, for example, speaking or communicating with other candidates in an examination, bringing unauthorised material into the examination room, reading or attempting to read other students' answers, leaving the examination or test answer papers exposed to another student's view;
- Impersonating another student or arranging for someone to impersonate a student in any assessment task;
- Purchasing assessment items from a contract cheating or ghost-writing service and presenting them as the student's own work;
- Allowing others to complete an assessment task and/or submit an assessment task which is not the student's own work;
- Fraudulent representation of any required documentation, for example, prior qualifications, or medical certificates.

**2.5.3 Collusion** occurs when students collaborate with others to produce assessment items and present the work as their individual work. Examples of collusion include:

- Providing assessment items to other students in any format. It is an offence to share your work with others because they may present it as their own.
- Allowing another student to submit the student's work as their own.
- Working in a group on assessment items that require individual work.

**2.5.4 Minor academic misconduct** may, but is not limited to, include incorrect referencing, direct word-for-word copying of material from elsewhere, failure to comply with the instructions of College staff members for a classroom or learning activity and any other unintentional behaviour. Minor misconduct does not have significant effects on others, the College, or the student's academic outcomes. In deciding whether misconduct is minor or major, consideration will be given to the extent of the misconduct, the stage in the course, the student's exposure to the College's practices, prior behaviour and common practices in the field of study.

**2.5.5 Major academic misconduct** is a more serious case than minor academic misconduct. Major academic misconduct involves evidence of intentional behaviour. Major academic misconduct has a significant impact on others, the College, and the student's academic outcomes.

**2.6 Non-academic Misconduct:** behaving in a way that: fails to respect the rights of others (students and staff) to study and work in a safe environment; damages or misuses College property or the property of others on College property; damages the College's reputation; breaches requirements for lawful behaviour, including but not limited to discrimination, harassment, privacy legislation, and criminal behaviour. Refer to the Student Conduct Rules.

**2.7 Appeal:** A formal request in writing by a student to have a decision made in relation to that student to be reviewed or reconsidered in accordance with the Complaints and Appeals Policy and Procedure.

**2.8 Complaints and Appeals Policy and Procedure:** Is the complaints and appeals procedure of the College that students are required to follow when making complaints or appealing decisions of the College.

**2.9 CoE:** Is the Confirmation of Enrolment, which includes the principal course of study and time frame in which the course is to be completed.

**2.10 Academic Misconduct Register (AMR):** Is the electronic register kept by the College which is used to record details of all minor and major academic misconduct by students and is only accessible to persons authorised by the Academic Management Committee.



**2.11 Academic Misconduct Sub-Committee (AMSC):** Is a committee appointed by the Chairperson of the Academic Management Committee. The committee contains a maximum number of 20. There must be three senior academic members and three compliance officers. Refer to the Academic Management Committee Charter.

### 3 Roles and Responsibilities

3.1 The College is responsible for:

- making this policy available to all staff and students;
- ensuring that information on good academic practice is available and accessible to students;
- ensuring the availability of support services
- ensuring its staff know how to identify and handle academic misconduct issues;
- providing students with an opportunity to appeal any decision arising from academic misconduct cases.

3.2 The staff of the College are responsible for:

- advising students on academic misconduct and the penalties for the behaviour based on the academic misconduct policy;
- providing appropriate information and/or training sessions (e.g., referencing requirements and techniques) to the students of the College;
- implementing the academic misconduct policy;
- investigating and dealing with incidents of academic misconduct in a consistent manner, and affording natural justice;
- applying penalties which are appropriate, fair and just based on the seriousness of academic misconduct offences;

3.3 The Management Committee has overall responsibility for the review of this policy.

3.4 Students are responsible for:

- making every effort to avoid academic misconduct (e.g., protecting their own work, not allowing other students to copy their work, referencing correctly and not plagiarising);
- maintaining academic integrity and behaving ethically;
- understanding the implications of academic misconduct and its impact on their academic performance;
- making enquiries of the staff of the College for assistance if they are aware of academic misconduct.

## 4 Policy statement

### **The College:**

- places the highest value on academic honesty and integrity and will not tolerate academic misconduct behaviour.

### **Students:**

- shall be informed of the appeal processes for the results of academic misconduct judgments, decisions and penalties imposed by the College.
- are subject to penalties for committing unethical behaviour or intentional academic misconduct.

### **Staff:**

- must be aware of their responsibility to comply with this Academic Misconduct Policy.
- must follow the procedures in the Academic Misconduct Policy when they become aware of potential academic misconduct.

### **Head of School (HoS):**

- must follow the procedures of the Academic Misconduct Policy once they receive a written allegation of academic misconduct.

### **Minor and major academic misconduct classification:**

- Academic misconduct behaviours can be classified as Minor or Major academic misconduct.
- The staff who are responsible for assessing student's assessment items will consider the evidence and decide whether there are grounds for an allegation of academic misconduct according to the following factors:

**The student's knowledge and skill** (e.g., Does the student have knowledge and skill to apply referencing correctly?)

**The student's educational history** (e.g., What is the level of the student's education? – certificate vs graduate diploma)

**The student's record of previous academic misconduct** (e.g., is this the first instance or has there been multiple academic misconduct offences?)

**The student's intention** (e.g., Was this a genuine mistake or error? Is there evidence that the academic misconduct offence was intentional?)

**The impact of the student's academic misconduct** (e.g., Does this affect the reputation of the college? Does this impact others?)

**The magnitude of the student's academic misconduct** (e.g., Did the student plagiarise only a few sentences or was it the whole assessment item?)

**The type of academic misconduct** (e.g., Is it plagiarism, failure to reference, collusion, cheating, failure to comply with instructions?)

- The severity and type of academic misconduct can result in different penalties. A combination of penalties may be imposed if the AMC deems it appropriate.

**Other:**

- Any allegation must be supported by evidence.
- Penalties of academic misconduct must be notified in writing to the student.
- All records of allegations of minor and major academic misconduct must be kept in the Academic Misconduct Register (AMR). This includes any responses, decisions and penalties applied.
- Written assessments should be submitted in an electronic form to potentially be processed in electronic text-matching software. If not possible, staff must design the tasks to mitigate any potential academic misconduct.
- The academic misconduct policy and procedures cannot override existing federal and state legislative requirements.
- The student's academic results will be withheld until the College decision regarding academic misconduct is completed.

## 5 Procedure

### Non-academic misconduct

Refer to the Student Conduct Rules.

### Academic misconduct

The College recognises that academic misconduct may result from a student's lack of understanding of the requirements for acceptable academic behaviour and may be unintentional. The College has a responsibility to educate students in acceptable academic behaviour. This misconduct procedure is designed to follow the principles of natural justice and to be an educative process while maintaining the academic integrity of the College's assessment. There are four steps for managing a case of academic misconduct. (See Appendix 1)

#### Step 1: Detection and Preliminary Investigation

- (i) Staff who become aware of potential academic misconduct should undertake a preliminary investigation to ascertain the extent of the misconduct. This investigation may include undertaking informal enquiries, using text-matching software, analysing



source material, comparing with other students' submitted assessments and any other steps necessary. This investigation should be undertaken and completed within 48 hours unless there are special circumstances. Within the investigation, the staff may make the following decisions:

- a. If the staff believes that there is no case of academic misconduct, the case can be resolved with no further action;
- b. If the staff believes the student has a potential case of academic misconduct to answer, the staff should make an allegation in writing and submit the allegation to the Head of School. (See Appendix 2)

## **Step 2: Formal investigation and Interview**

- (i) When the HoS receives the written allegation, they can determine whether the alleged case is valid.
  - a. If the alleged case is not valid, a written response is sent to the staff who made the written allegation. Then, no further action is required.
  - b. If the alleged case is valid, the HoS should contact the student, make them aware of the allegation in writing within 48 hours, and inform the student of the processes and potential consequences (The student can be referred to this Academic Misconduct Policy and the HoS may use the example email letter provided by the College). (See Appendix 3)
- (ii) The HoS must make a judgement on the severity of the case within 1 week after informing the student of the allegation.
  - a. Any previous reports/evidence of academic misconduct from the Academic Misconduct Register should be accessed by the HoS to assist in the investigation.
  - b. An interview may occur. Interview time and location may be established by the HoS for the student to meet with the HoS and assessor to further investigate the allegations of academic misconduct. This interview must occur within 1 week of informing the student of the allegation.
  - c. In the event that the case is determined to have no academic misconduct, the case can be resolved with no further action;
  - d. If the case is determined to be minor academic misconduct, the case can be resolved with educative support and/or penalties. Then, a record of the case allegation and response to the allegation is recorded on the Academic Misconduct Register for record purposes.

- e. The HoS must inform the student of the decision and consequences in writing within 48 hours from when the decision is made unless there are special circumstances
- f. If the HoS decides the case is major academic misconduct, then the HoS submits a formal allegation to the chairperson of the Academic Misconduct Sub-Committee (AMSC). The HoS must inform the student that the case has been referred and explain the procedure and potential consequences in writing within 48 hours of submitting the formal allegation to the chairperson. (See Appendix 4)

### **Step 3: Continuation of Formal investigation and Academic Misconduct Sub-Committee hearing/review**

- (i) When the chairperson of the AMSC receives the written allegation, the chairperson or any committee members assigned by the chairperson must organise a meeting of the committee or include the case within a scheduled meeting already organised to take place within 1 week, unless special circumstances (e.g., the student's request, unavailability of committee members) (following Section 5 of the Academic Management Committee Charter).
- (ii) The AMSC will review the case in the meeting and invite all relevant parties (e.g. the student and their support person) involved with the case to attend.
  - a. In the event that the case of academic misconduct is judged to be minor academic misconduct by the AMC, the chairperson of AMSC or any committee members assigned by the chairperson will advise the HoS of penalties to resolve the case. The chairperson of the AMSC or any committee members assigned by the chairperson sends and records an official warning. The allegation, meeting minutes, evidence and judgement will be recorded and stored within the Academic Misconduct Register.
  - b. If the case of academic misconduct is confirmed to be major academic misconduct, the AMSC will advise the HoS of penalties to resolve the case. The chairperson of the AMSC or any committee members assigned by the chairperson sends and records the official warning. The allegation, meeting minutes, evidence and judgement will be recorded and stored within the AMR. In the case of confirmation of enrolment cancellation/suspension/deferment, the Chief Compliance Officer will be informed of the penalty for either to review the case or to begin the processes.
- (iii) At the end of the meeting, the student will be informed of the judgement and the actions or penalties to resolve the case.

Refer to the Academic Management Committee Charter for the Details of the Meeting Procedures.

#### **Step 4: Appeals**

- (i) Any decisions, judgements or penalties related to the academic misconduct can be appealed by following the appeal processes described in Section 8- Appeals.

## **6 Educative Support**

In the event that students are referred (required) to receive educative support, the College can provide, but is not limited to:

- an explanation of the Academic Misconduct policy;
- access to software to detect plagiarism;
- training sessions (e.g., Referencing, College Policies and Procedures and Library research);
- counselling;
- language, literacy and numeracy support;
- general student support;
- tutoring;
- and individual study plans for students.

The training and support above can be obtained through the following sources:

- School Course Coordinator
- Academic Support Services
- LLN Support Services (refer to Language, Literacy and Numeracy Policy and Procedure);
- Library Services
- Student Support

## 7 Penalties for Academic Misconduct

### Minor Academic misconduct penalties

The Academic Misconduct Sub-Committee and Head of School can issue Minor academic penalties to the student. Examples of penalties for Minor academic misconduct are shown below:

Penalty	Example	Action	Explanation	Related document/policy
A written warning	All cases of Minor academic misconduct (e.g., Minor referencing issue, disobeying instruction, minor behaviour issue)	(i) The student misses inserting a few references on their submitted assessment.	A warning letter must be provided to the student along with educative support. The warning letter is to make the student aware of their mistakes and to address their behaviour.	<u><a href="#">Refer to Section 6 of the AMP for the educative support.</a></u>
Educative support		(ii) The student does not follow their trainer's and/or assessor's instruction, but the student's actions do not harm others or the College's property.  (iii) The student breaches the Code of Student Conduct.  (iv) The student directly copies a few sentences from resources (e.g. books, articles or webpages) or other students' work but the copied materials do not have a significant impact on the results of the student's assessment.	Educative support is applied to all Minor academic misconduct actions.  The College aims to prevent academic misconduct by educating the student. Students can genuinely make mistakes in their academic activities. So, severe penalties are inappropriate and should not be applied initially.	

Penalty	Example	Action	Explanation	Related document/policy
Resubmit part of, or the whole, assessment item with corrected referencing.	<ul style="list-style-type: none"> <li>Minor referencing issues</li> </ul>	(i) The student unintentionally leaves out references for an insignificant amount of their submitted assessment.	<p>This is to ensure the students can only correct referencing on the assessment. This is to prevent gaining additional time to work on their assessment.</p> <p>*In the event that a student is required to resubmit his or her assessment, there may be a fee incurred for the resubmission.</p>	*Refer to Assessment Policy and Procedure
Resubmit part of the original assessment item or submit a new assessment item.	<ul style="list-style-type: none"> <li>Copy part of another student's work that does not significantly impact on the students' academic result. For example, the student has used the same introduction sentence, but the rest of the assessment is their own work.</li> <li>Fail to stop working at the end of the allocated assessment time.</li> <li>Talking during an assessment item that instructs that there should be no talking.</li> </ul>	<p>(i) There is an insignificant amount of copying from other resources or other student's work that does not significantly affect the student's academic result. The student has provided enough evidence (of their own work) to show they are competent in the UoC.</p> <p>(ii) The student fails to follow the assessment or staff instructions required for the assessment during assessment items.</p>	<p>This penalty is used to reassess the student to ensure the College validly assesses the student's skill in the UoC.</p> <p>The decision to resubmit the original assessment item or submit a new assessment item is to assess the student's competency within the UoC. This is similar to a new attempt to show competency; however, there is a record of minor academic misconduct by the student.</p> <p>*In the event that a student is required to resubmit his or her assessment, there may be a fee incurred for the resubmission.</p>	*Refer to Assessment Policy and Procedure



Penalty	Example	Action	Explanation	Related document/policy
Enter into a written undertaking regarding offending behaviour	<ul style="list-style-type: none"> <li>Minor Behavioural issue</li> </ul>	(i) The student breaches the Code of Student Conduct	This is to be used as a reflection exercise for the student.	
Order of compensation or restitution on such terms as are deemed fit and proper.	During academic activities, the student causes: <ul style="list-style-type: none"> <li>Minor damage to the College's, staff's and/or student's property not exceeding \$1000.</li> </ul>	Intentionally or unintentionally due to carelessness, negligence or ignorance interfering with or causing damage to the College's or a person's (who has a legitimate connection to College activities) property not exceeding \$1000.		

## Major Academic misconduct penalties

The Academic Misconduct Sub-Committee issues Major academic penalties to the student. Examples of penalties for Major academic misconduct are shown below:

Penalty	Example	Action	Explanation	Related document/policy
A formal written warning letter.	All major misconduct actions, if possible.  A formal written warning and educative support must be given to the students along with other penalties to address Major academic misconduct behaviours. The formal written warning and educative support <b>CANNOT</b> be the only actions to punish the student for Major academic misconduct behaviours		The warning letters can be 1 <sup>st</sup> , 2 <sup>nd</sup> . and a Notice of Intention to Report.	
Educative support			Educative support is applied to all major misconduct actions if possible. The College considers that severe penalties for the student are not a permanent solution to address academic misconduct behaviours. In the case that educative support is possible to address the student's behaviours, the student should obtain an opportunity from the College.	Refer to Section 6 of the AMP for the educative support.
Resubmit part of, or the whole, assessment item with correct referencing.	• Major referencing issues	(i) The student intentionally leaves out references or provides fake references for an insignificant amount of their submitted assessment.  (ii) The student unintentionally leaves out references for a significant amount of their submitted assessment.	*In the event that a student is required to resubmit his or her assessment, there may be a fee incurred for the resubmission.	*Refer to Assessment Policy and Procedure

Penalty	Example	Action	Explanation	Related document/policy
Cancelation of enrolment	<p>During academic activities, the student:</p> <ul style="list-style-type: none"> <li>• Breaks the law;</li> <li>• Commits excessive damage to the College's property;</li> <li>• Presents repetitive academic misconduct</li> <li>• Fails to follow the staff of the College which leads to more severe consequences.</li> </ul>	<p>(i) Break any laws of the Commonwealth or the local state/territory in connection with any College activity including the criminal law and laws related to copyright discrimination, harassment and defamation.</p> <p>(ii) Assault another person or otherwise cause or attempt to cause serious physical harm (e.g., injury or death) to another person.</p> <p>(iii) Deliberately, recklessly or negligently endangering a person's life, health or safety in connection with College activities.</p> <p>(iv) Commit intentional plagiarism, cheating or collusion after previous formal warnings of Major academic misconduct.</p>	<p>The College considers the student's actions of breaking any laws, assaulting another person to physical harm, and intentional repetitive Major academic misconduct behaviours are unacceptable.</p>	<p>Refer to the definition of Notice of Intention to Report at and Monitoring Student Attendance and Academic Progress Policy and Procedure.</p>

Penalty	Example	Action	Explanation	Related document/policy
Suspension of enrolment	<p>During academic activities, the student:</p> <ul style="list-style-type: none"> <li>• Presents aggressive and rude behavioural issues;</li> <li>• Presents repetitive academic misconduct behaviour despite a formal warning having been issued previously.</li> </ul>	<p>(i) Create fear by harassing or intimidating other students.</p> <p>(ii) Act aggressively and rudely to other people despite a warning.</p> <p>(iii) Commit intentional plagiarism, cheating or collusion after a previous formal warning of Major academic misconduct.</p> <p>(iv) Breach other policies of the College that relate to the student including but not limited to Students Code of Conduct during academic activities.</p>	<p>The conditions (e.g. time periods and locations) of the suspension are subject to the judgement of the AMC.</p> <p>The College considers the student's rude and aggressive behaviours to be unacceptable. All students have a right to a safe, respectful College environment</p> <p>The College raises the severity of the penalty for students who conduct repetitive Major academic misconduct behaviours despite a formal warning and educative support.</p>	<p>Refer to the definition of Notice of Intention to Report.</p> <p>Enrolment Policy and Procedure, and Monitoring Student Attendance and Academic Progress Policy and Procedure.</p>

Penalty	Example	Action	Explanation	Related document/policy
“Not yet competent” result for the UoC.	<p>During academic activities, the student:</p> <ul style="list-style-type: none"> <li>• Directly copies a majority of, or the entire, assessment from other students’ work and the copied materials have a significant impact on the student’s academic results, as this shows the student has not provided enough evidence that they are competent in the UoC.</li> <li>• Posts online, indicating that someone will take an assessment on behalf of the student.</li> <li>• Sells assessments.</li> <li>• Presents repetitive minor academic misconduct that leads to evidence of intentional Major Academic Misconduct.</li> </ul>	<p>(i) Intentionally commit plagiarism, cheating or collusion that significantly impacts the student’s academic results because it does not allow them to demonstrate competence.</p> <p>(ii) Conduct repetitive minor academic misconduct despite having information to address the student’s behaviours.</p> <p>(iii) The student intentionally leaves out references or provides fake references for a significant amount of their submitted assessment.</p>	<p>The College considers that the first instance of Major academic misconduct of intentional plagiarism, cheating or collusion should not result in suspension of student’s or cancellation of enrolment. The student should be given an opportunity to address their behaviours. At the same time, the College does not tolerate intentional academic misconduct and as such the penalty must be imposed for students who intentionally commit academic misconduct.</p> <p>*In the event that a student obtains “Not yet competent” result for the UoC, he or she may reenrol into the UoC again. There will be a fee incurred for the reenrolment.</p>	*Refer to Enrolment Policy and Procedure for reenrolment.



Penalty	Example	Action	Explanation	Related document/policy
Deferral of enrolment	Providing false academic documents required for enrolment	Provide fraudulent academic documents prior to the commencement of study or at the time of enrolment.	The College defers the student's starting date so as to investigate and verify false academic documents. The student must provide an explanation and ratification must be provided. If provided academic documents are fraudulent, the College will report to the appropriate authority.	Refer to Enrolment Policy and Procedure for reenrolment.
Order of compensation or restitution on such terms as are deemed fit and proper.	During academic activities, the student: <ul style="list-style-type: none"> <li>Damages the College's, staff's and/or student's property (e.g., ignoring the trainer's instructions which result in a fire damaging the classroom.)</li> </ul>	Intentionally or unintentionally due to carelessness, negligence or ignorance interfering with or causing severe damage to the College's or a person's (who has a legitimate connection to College activities) property.		

## 8 Appeals

Students can appeal any decision made by the College by following the process in [the Complaints and Appeals Policy and Procedure](#).

## 9 Questions/Feedback

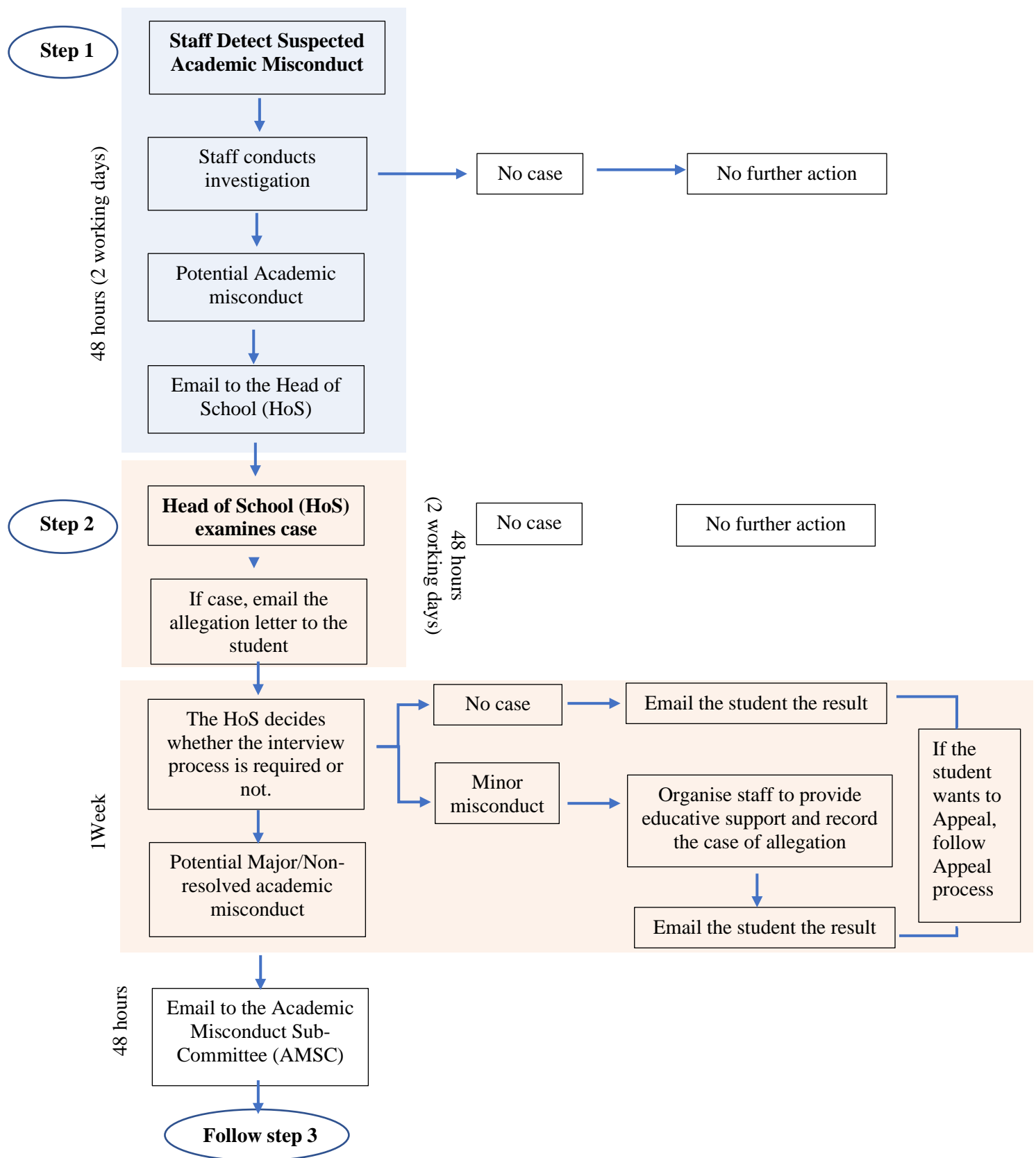
If you require any further information regarding this Policy, please email [qualityassurance@aibtglobal.edu.au](mailto:qualityassurance@aibtglobal.edu.au).

Document version control

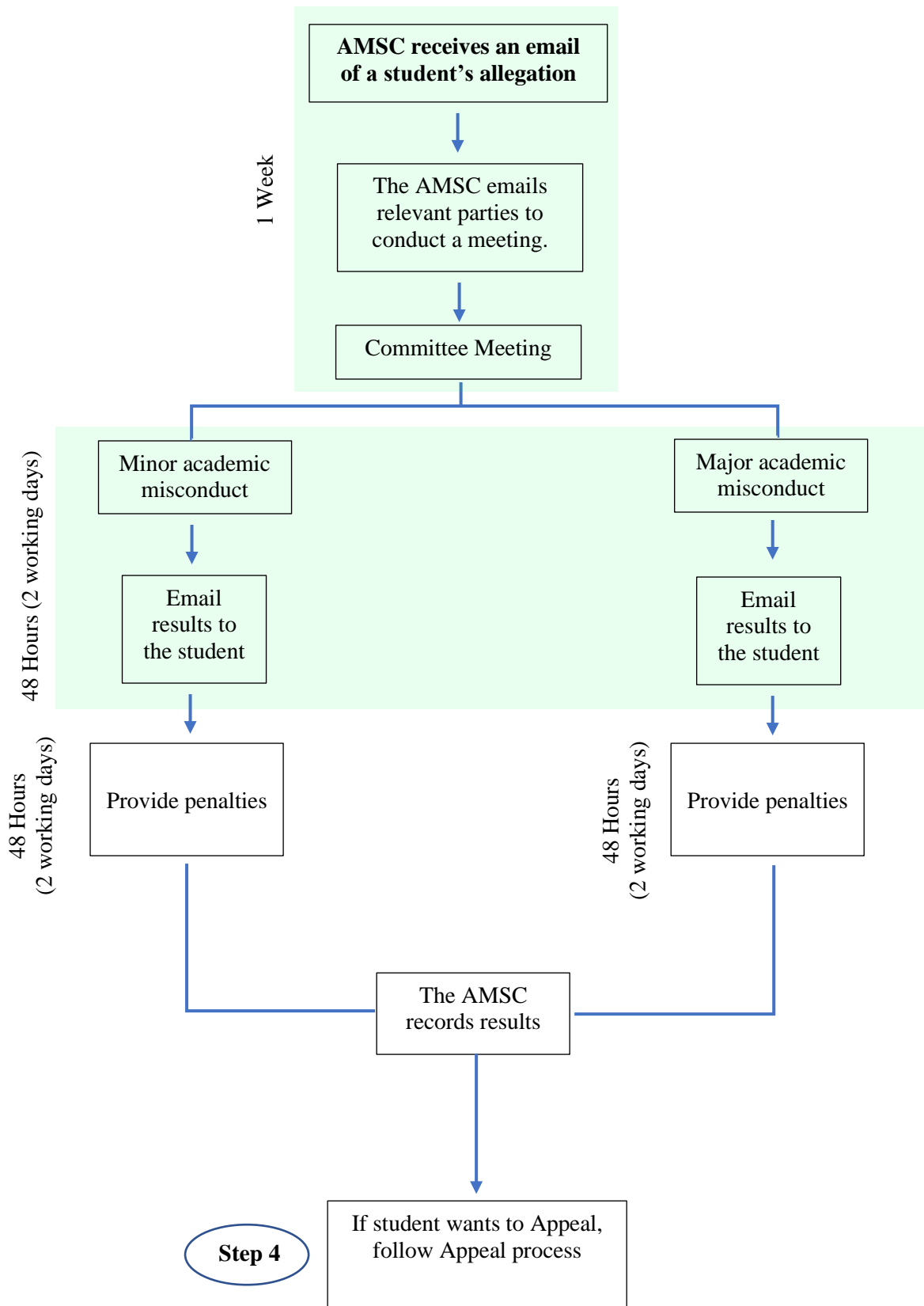
Version	Reviewed (Date)	Change Description	Author/Editor	Approved by	Approved (Date)
1.0	Oct 2019	Initial Release	A. Frieberg		Oct 2019
1.1	24 Oct 2019	Major Review and changes according to internal investigation and independent reviewer's comments.	C. Dejsakultorn, A. Noppe, & R. Hemtasilpa	Fiona Kee	30/Oct/2019
1.2	03 Sep 2020	The change for Academic Misconduct Sub-Committee	C. Dejsakultorn P.Waranut H.Sharma B.Mansourinia N.Khan R.Hemtasilpa R.Regmi	Academic Management Committee	14/Sep/2020

## 10 Appendices

### Appendix 1: The procedures for managing a case of academic misconduct



## Step 3 Academic Misconduct Committee (AMC) Process



**Appendix 2:** An example of the assessor's allegation letter to the HoS:

Dear {HoS's Name},

I would like to inform you of the potential academic misconduct by a student.

Student ID: [student's ID]

Students Name: {Student Full Name}

Students Email: {Student Email}

Unit of Competency: {Unit of Competency}

Study Period: {Start and End Date of Unit of Competency}

Details of Alleged Academic Misconduct: {Describe what type of Academic misconduct has occurred, initial investigation results and the assessor's preliminary opinion.}

Evidence is attached to this email. {Evidence can include, but is not limited to; the student's completed assessment item; initial reports of plagiarism or text-matching software reports; and other connected documents or files}

Regards,

{Assessor's Name}

{Signature/e-signature}



**Appendix 3:** An example of the HoS's letter to the student:

Dear {student's name},

This letter is to inform you of an allegation of academic misconduct [details of alleged misconduct behaviour] in one of your assessment items in [UOC name & code]. Please refer to AIBT's Academic Misconduct Policy for further information on policy and procedure and potential consequences.

[provide link]

The Head of School would like to organise with you a date and time within one-week of this letter to meet and discuss the allegation of academic misconduct. You may bring a support person with you to this meeting. The support person cannot speak on your behalf. Please respond to this email {Email address} to organise a meeting within the designated timeframe. If you do not respond and you do not wish to attend the meeting, a decision will be made based on the current evidence.

You will be informed of the decision and any further actions that will take place.

Regards,

{HoS's Name}

{Signature/e-signature }

**Appendix 4:** An example of the HoS's allegation letter to the Chairperson of the Academic Misconduct Sub-Committee:

Dear {Chairperson of the Academic Misconduct Sub-Committee's Name},

I would like to inform you of the potential academic misconduct by a student.

Student ID: [student's ID]

Students Name: {Student Full Name}

Students Email: {Student Email}

Unit of Competency: {Unit of Competency}

Study Period: {Start and End Date of Unit of Competency}

Details of Academic Misconduct: {Describe what type of Academic misconduct has occurred, initial investigation results and the assessor's and HoS's opinion.}

Evidence and the initial assessor's allegation letter are attached to this email. {Evidence can include, but is not limited to; the student's completed assessment item; initial reports of plagiarism or text matching software reports; and other connected documents or files}

Regards,

{HoS's Name}

{Signature/e-signature}