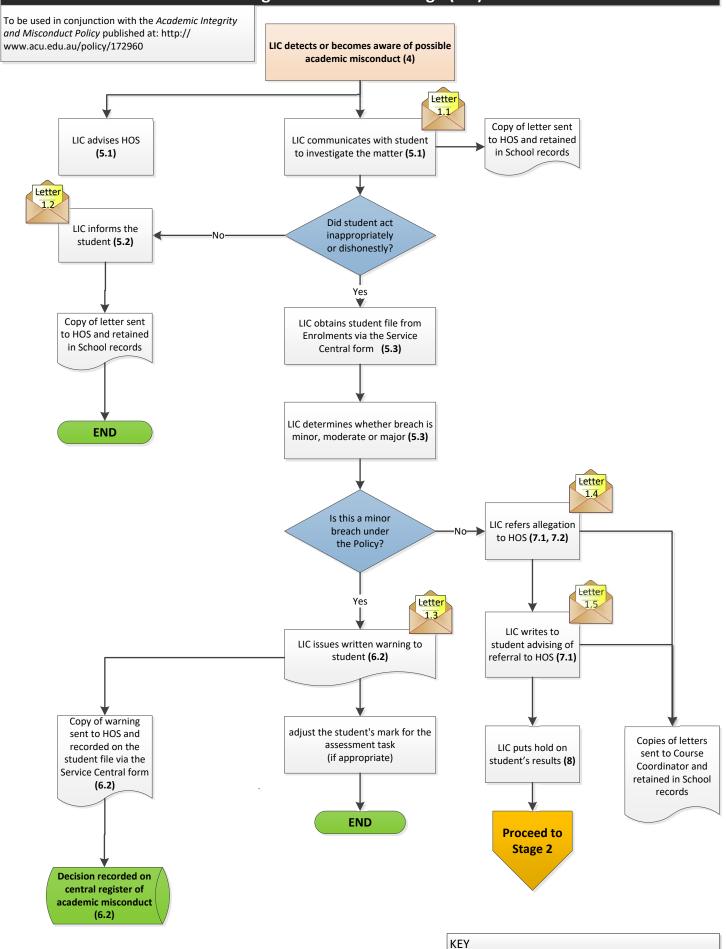
Academic Misconduct Procedures Stage 1: Lecturer in Charge (LIC)

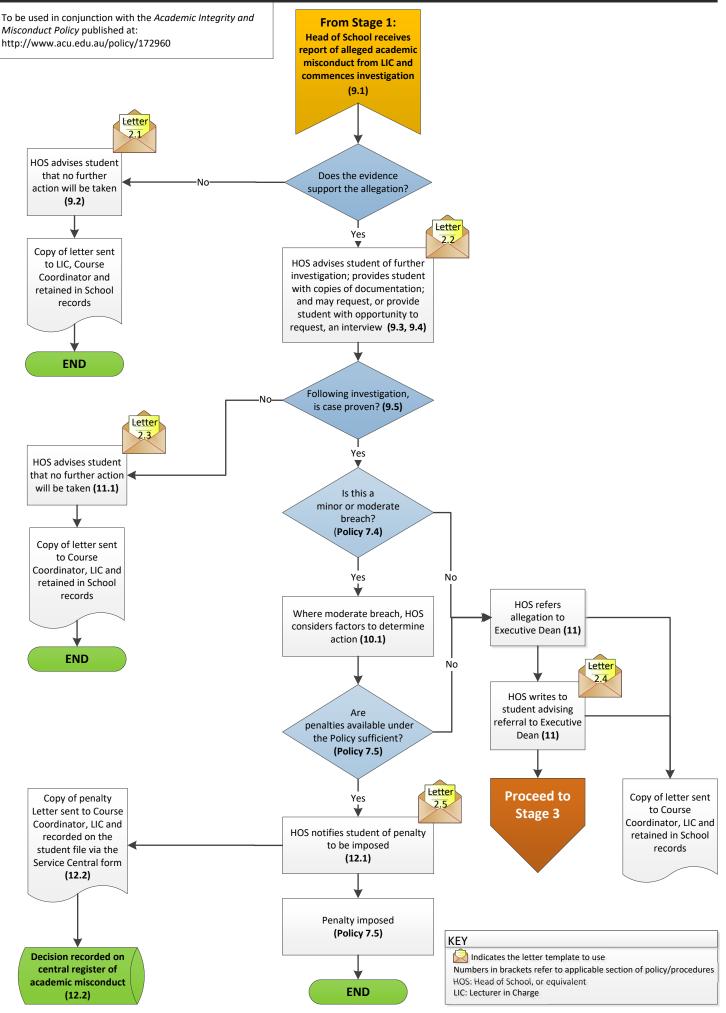


Indicates the letter template to use

HOS: Head of School, or equivalent LIC: Lecturer in Charge

Numbers in brackets refer to applicable section of policy/procedures

Academic Misconduct Procedures Stage 2: Head of School or equivalent (HOS)



Academic Misconduct Procedures Stage 3: Executive Dean (ED) To be used in conjunction with the Academic Integrity and From Stage 2: Misconduct Policy published at: **Executive Dean receives** http://www.acu.edu.au/policy/172960 report of alleged academic misconduct from HOS and commences investigation (9.1)Letter ED advises student that no further Does the evidence action will be taken support the allegation? (9.2)Yes Letter Copy of letter sent 3.2 to HOS, Course Coordinator, LIC and ED advises student of further retained in School investigation; provides student records with copies of documentation; and may request, or provide student with opportunity to request, an interview (9.3, 9.4) **END** <u>Letter</u> ED advises student Following investigation, that no further action is case proven? (9.5) will be taken (11.4) Yes Copy of letter sent to HOS, Course Coordinator, LIC and retained in School ED considers factors to records determine action (10.1) **END** ED refers allegation to Provost (11.4) No penalties available under Letter the Policy sufficient? 3.4 (11.4)ED writes to student advising referral to Letter Provost (11.4) Copy of penalty Letter sent to HOS. Course Coordinator, ED notifies student of penalty to LIC and and recorded be imposed Copy of letter sent on the student file **Proceed to** (12.1)to HOS, Course via the Service Coordinator, LIC and Central form (12.2) Stage 4 retained in School records Penalty imposed (Policy 7.5) **KEY Decision recorded on** Indicates the letter template to use central register of Numbers in brackets refer to applicable section of policy/procedures HOS: Head of School, or equivalent academic misconduct **END** LIC: Lecturer in Charge ED: Executive Dean (12.2)

Academic Misconduct Procedures Stage 4: Provost To be used in conjunction with the Academic Integrity and From Stage 3: Misconduct Policy published at: http://www.acu.edu.au/policy/172960 Provost receives report of alleged academic misconduct from ED and initiates investigation (9.1) Letter 4.1 Provost advises student that no Does the evidence support further action will the allegation? be taken (9.2) Letter Yes Copy of letter sent 4.2 to ED, HOS, Course Coordinator, LIC and Provost advises student of retained in School further investigation; provides records student with copies of documentation; and may request, or provide student with opportunity to request, an **END** interview (9.3, 9.4) Letter 4.3 Provost advises Following investigation, student that no is case proven? (9.5) further action will be taken (11.6) Yes Copy of letter sent to ED, HOS, Course Coordinator, LIC and Provost considers factors to retained in School determine action (10.1) Provost refers records allegation to Discipline Committee (11.6) No **END** Are penalties available under Letter the Policy sufficient? 4.4 (11.6)Provost writes to student advising referral to Discipline Committee (11.6) Yes Copy of penalty Letter letter sent to ED, 4.5 HOS, Course Coordinator, LIC and Provost notifies student of Copy of letter sent recorded on the **Proceed under** penalty to be imposed to ED, HOS, Course student file via the (12.1)**Student Conduct &** Coordinator, LIC and Service Central form recorded on the **Discipline Policy** (12.2)student file via the Service Central form Penalty imposed (Policy 7.5) Decision recorded on **KEY** central register of Indicates the letter template to use academic misconduct Numbers in brackets refer to applicable section of policy/procedures **END** (12.2)HOS: Head of School, or equivalent LIC: Lecturer in Charge ED: Executive Dean