Academic Misconduct - Plagiarism

PLAGIARISM FLOWCHART

1. REPORTING
   - Tutor/lecturer or HDR Supervisor detects or suspects plagiarism. Copies evidence.
   - Tutor/lecturer takes details to Unit Coordinator. HDR Supervisor takes details to Chair, Thesis Committee.
   - Has plagiarism occurred?
     - Yes: Is it Level 1 plagiarism?
       - Yes: Level I or III plagiarism is considered Academic Misconduct.
         - Tutor manages remediation as advised by Unit Coordinator. Supervisor manages remediation in consultation with Chair, Thesis Committee.
       - No: No Action.
     - No: No further action, inform student.

2. INQUIRY
   - Alleged Academic Misconduct is reported to Authorised Officer (AO).
   - AO determines if there are grounds to warrant further investigation.
   - If an IO is appointed, IO provides a report of the findings to the AO.
   - AO determines if Academic Misconduct has occurred and completes report.
   - AO decides if there is Level I plagiarism.
     - Yes: No further action, inform student.
     - No: AO initiates inquiry (may be undertaken by AO or an appointed Inquiry Officer (IO)).
   - AO/IO informs student of allegation and gives 7 days minimum to respond in writing.
   - Chair of SDP notifies student and Academic Registrar (AR) of penalty imposed and records plagiarism in PRS.
   - Appeal right to PVC (see 5 below).

3. PENALTY (SDP)
   - AO provides report to the Chair of the Student Discipline Panel (SDP).
   - SDP determines penalty.
   - SDP determines Category 1 penalty.
   - Chair of SDP notifies student and Academic Registrar (AR) of penalty imposed and records plagiarism in PRS.
   - Appeal right to PVC (see 5 below).
   - SDP determines that a Category 2 penalty may be warranted.
   - SDP refers matter to the AR to convene a Board of Discipline (BoD).
   - AR notifies student of BoD and gives student a minimum of 7 days to provide a written submission in relation to SDP recommendation and possible penalty.
   - BoD considers AO report, SDP recommendation, and student submission and determines penalty.
   - BoD notifies AR and student of penalty imposed and AR records plagiarism in the PRS.
   - No Appeal Submitted. Appeal right to SDAB (see 6 below).

4. PENALTY (BoD)
   - Student lodges an appeal against determination of AD and/or penalty imposed by SDP. Appeal submitted in writing to AR and within 14 days of notification of outcome.
   - AR refers student appeal to the relevant Pro Vice Chancellor (PVC).
   - PVC hears appeal within 28 days of receipt of notice of appeal.
   - PVC gives 7 days notice to the relevant parties of the date and time of hearing and to provide written submissions.
   - Student has the right of appearance before the PVC for an appeal hearing.
   - PVC considers appeal and decides to uphold or vary either determination or penalty.
   - PVC notifies AR and student of decision. Decision is final and higher penalty can be imposed. PRS updated by AR.

5. APPEAL (TO PVC)
   - Student lodges an appeal against a penalty imposed by the BoD. Appeal submitted in writing to AR and within 14 days of notification of outcome.
   - AR refers student appeal to the Chair of the Student Discipline Appeals Board (SDAB).
   - SDAB hears appeal within 28 days of receipt of notice of appeal.
   - Chair of the SDAB gives 7 days notice to the relevant parties of the date and time of the hearing and to provide written submissions.
   - Student has the right of appearance before the SDAB for an appeal hearing.
   - SDAB considers appeal and decides to uphold or vary either determination or penalty.
   - Chair of the SDAB notifies AR and student of decision. Decision is final and higher penalty can be imposed. PRS updated by AR.

6. APPEAL (TO SDAB)
   - Chair of the SDAB gives 7 days notice to the relevant parties of the date and time of the hearing and to provide written submissions.
   - Student has the right of appearance before the SDAB for an appeal hearing.
   - SDAB considers appeal and decides to uphold or vary either determination or penalty.
   - Chair of the SDAB notifies AR and student of decision. Decision is final and higher penalty can be imposed. PRS updated by AR.