PROCESS FOR ACADEMIC INTEGRITY OFFICERS (AIOs)

Stage 1
Suspected Misconduct

- Lecturer/tutor/sessional staff suspects academic misconduct (9.2.1)
- Staff member gathers all relevant material and evidence (e.g., student name, student ID, course name, assessment details, Turnitin report).
- The staff member refers relevant materials to the academic unit’s AIO with a broad outline of the problem. Course Coordinator is informed.
- Assessment and grading of work is withheld until further notice.
- AIO reviews evidence (preferably within 5 working days).

AIO determines there has been no misconduct. Work is referred back to referring staff member for assessment.

AIO determines there is a case to investigate (Stage 2)

Stage 2
Investigation/Meeting

- AIO starts investigation
- AIO contacts student within 5 working days of being referred the case
- Sends email invite to make appointment to meet (**Send Proforma A1 or A2 **)
- Advises student to contact USASA or other representative (9.5.3)
- Meeting / discussion held within 20 days of initial notification (9.5.2)
- Invited attendees: AIO, student and their nominated representative (Partner institution, UniSA student or UniSA staff member) (9.5.3)

Student chooses not to participate
AIO proceeds to determine most appropriate outcome (9.5.5)

Meeting results (Stage 3)

Last modified: 24 November 2020   For up to date advice refer to the UniSA Assessment Policies and Procedures Manual
PROCESS FOR ACADEMIC INTEGRITY OFFICERS (AIOs)

**Stage 3**
Meeting Results

- AIO determines **there has been no misconduct** (**Send Proforma B1**) → No further action or record on database (9.5.4a)
- AIO determines **there has been misconduct** → AIO provides academic counselling
- AIO decides on most appropriate outcome → Determine outcomes (Stage 4)

**Stage 4**
Determining Outcomes

- AIO decides on most appropriate outcome (9.5.4)
- Sends outcome letter (**Send Proforma B2**) → Student must either accept or reject the proposed outcome via email within five working days of the AIO’s report.

**Stage 5**
Formal Inquiry (if required)

- AIO provides the Executive Dean (ED) with their record of initial inquiry and a recommendation to initiate a formal inquiry
- ED determines there is **insufficient evidence** to proceed with the case (9.6.1c)
- ED notifies AIO and student in writing. **No further action & record removed** from database (9.6.1c)
- ED determines there is **sufficient evidence for a formal inquiry** to consider an outcome more serious than specified in 9.5.4b (9.6.1a)
- Proceeds to a formal inquiry (9.6.2)

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