

UniSA Academic Integrity Process Flowchart

Created January 2022 Teaching Innovation Unit

For up to date advice refer to the UniSA's Assessment Policies and Procedures Manual

Overview of AIO Process

Stage 1
Suspected
Misconduct

Stage 2
Investigation/
Meeting

Stage 3
Meeting
Results

Stage 4
Determining
Outcomes

Stage 5
Formal Inquiry
(if required)

Stage 1- Suspected Academic Misconduct

APPM 9.5.1

- Lecturer/tutor/sessional staff suspects academic misconduct (9.2.1)
- Staff member stops marking and gathers all relevant material and evidence (e.g. student name, student ID, course name, assessment details, Turnitin report).

APPM 9.5.1

- 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.

Preliminary Review • AIO reviews evidence determines if further investigation within 5 days (9.5.2).

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

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

Stage 2- Al Investigation/Meeting

Start

AIO starts investigation

9.5.2 9.5.3 • AIO **notifies student** within 5 working days of making determination

- Sends email invite to make appointment to meet (**Send Proforma A1 or A2 **)
- Advises student they may contact USASA or other representative (9.5.3)

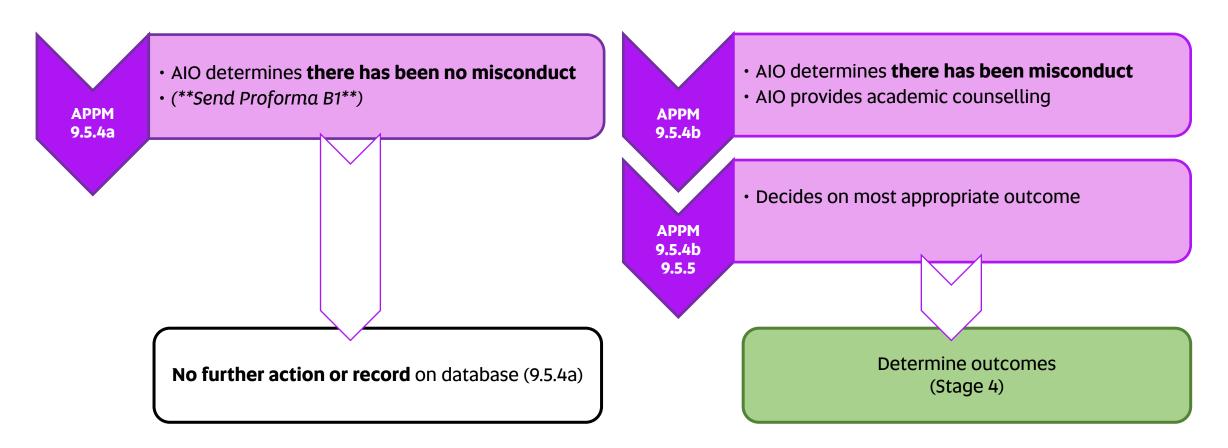
APPM 9.5.2 9.5.3

- Meeting / discussion held within 10 working days of initial notification (9.5.2)
- Invited attendees: AIO, student and their nominated representative (USASA Advocacy officer, representative of partner institution, or UniSA staff or student.) (9.5.3)

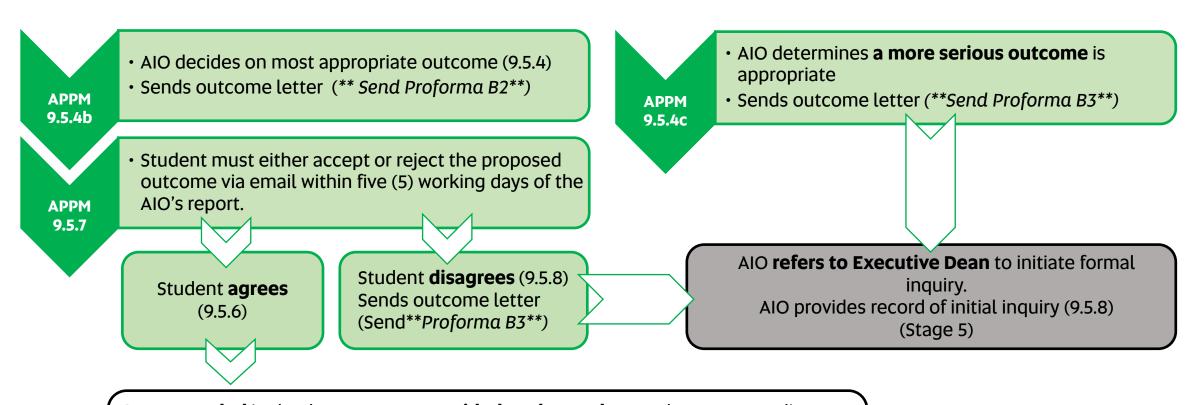
Student chooses not to participate
AIO proceeds to determine most appropriate outcome (9.5.5)

Meeting results (Stage 3)

Stage 3- Meeting Results



Stage 4- Determining Outcomes



Case recorded in database. **Report provided to the student** and Course Coordinator within ten (10) working days (9.5.6).

AIO forwards a copy of the database report & final correspondence to the Team Leader, Campus Central, or UniSA partner administration for the student file.

Stage 5- Formal Inquiry

APPM 9.6 • If the **Executive Dean** determines a formal inquiry is required, ED will establish a committee (9.6.1).

APPM 9.6.8 • Formal inquiry committee decides on most appropriate outcome.

Committee determines there is **insufficient evidence** to proceed with the case (9.6.8a)

constitute academic misconduct and that one of the outcomes specified in 9.5.4b should be applied (9.6.8b)

Committee determines there is **sufficient evidence** to consider an outcome more serious than specified in 9.5.4b (9.6.8c)

ED notifies AIO and student in writing. No further action & record removed from database (9.6.8a)

ED notifies AIO and student in writing of outcome within five (5) working days. **Letter will state reasons for outcome (9.6.9)**

ED notifies AIO and student in writing of outcome within five (5) working days. Letter will state reasons for outcome (9.6.9)