

Formal Inquiry Committee Guidelines for School and Division Staff

Purpose

These guidelines provide assistance to committee members attending a formal inquiry established under section 9 of the *Assessment Policies and Procedures Manual (APPM)*. Formal inquiries address issues of misconduct in a placement, breaches of examination procedures, or academic integrity matters.

These guidelines ensure that committee members are aware of all relevant information about formal inquiries, including inquiry processes, documents, and attendance requirements.

Formal Inquiry Committee Membership

Clause 9.6.3 of the APPM states that the formal inquiry committee consists of:

- the Head of School as the chair. Head of School includes the Director: Regional Engagement and the Academic Director: UniSA College; and
- a member of academic staff nominated by the Division Pro Vice Chancellor - usually an Academic Integrity officer from another school within the division; and
- one other member of academic staff; and
- a nominee of the Director: Student and Academic Services; and
- the UniLife President or their nominee.

The Head of School appoints an executive officer from within the School for the purposes of the Inquiry.

Processes of a Formal Inquiry

The processes of a formal inquiry are outlined in clause 9.6 of the APPM.

Staff should note that:

- The student may accept an outcome proposed by an Academic Integrity officer, even after the matter is referred to the Head of School for formal inquiry. The student must accept in writing.
- The formal inquiry may proceed when a quorum of three members is present, including the chair. Committee members should make every effort to attend. The Executive Officer of the Inquiry Committee communicates the outcomes to any members who are unable to attend.
- The Executive Officer must collect all information at the conclusion of a formal inquiry and dispose of it confidentially.
- A formal enquiry does not replace or remove any legislated responsibility/requirement for further notification, for example with registration bodies or accrediting authorities.

Documents Required for a Formal Inquiry

At least four working days before the formal inquiry, the Executive Officer provides each committee member and relevant student with the documents listed below, in either hard copy or email format marked 'Confidential'. Items sent by mail should be sent as 'registered' post.

1. A dot point summary establishing the chronology of events leading up to the Formal Inquiry.
2. Copy of the relevant section of the Assessment Policies and Procedures Manual:
 - Misconduct in a placement – Section 4: Practicum, Field and Clinical Placements; or

- Breaches of examination procedures – Section 6: Examination Procedures; or
 - Academic Integrity – Section 9: Academic Integrity.
3. Copy of the relevant course outline to clarify the course / assessment requirements.
 4. Copy of the program schedule to clarify where the course fits in the program structure.
 5. Copy of the student's academic transcript.
 6. Any other relevant information on the student's file at Campus Central.
 7. Any written submissions from the student.
 8. Copy of the student's assignment/s in question.
 9. Copy of Academic Integrity officer's report.
 10. Any communication provided by an academic about the student, including notes of telephone conversations, etc.
 11. Copy of all documents/correspondence leading up to the formal inquiry, with a summary showing the correct chronological order. These documents should demonstrate whether all processes required by clauses 9.5 and 9.6.1 – 9.6.2 of the APPM, have been undertaken.