PROCESS FOR ACADEMIC INTEGRITY OFFICERS (AIO)

Lecturer/tutor/sessional staff suspects academic misconduct (9.2.1)

Lecturer/tutor/sessional staff contacts School Academic Integrity Officer (9.5.1) and informs Course Coordinator

Lecturer/sessional staff/tutor provides AIO with broad outline of the problem and evidence

AIO looks at case (preferably within 5 working days). If there is not enough evidence, AIO goes back to the referring staff member

AIO determines there has been no misconduct

Send Proforma B1

No further action or record on database (9.5.4a)

Resubmission of the assessment (9.5.4b.i)

Another outcome with an impact less serious than a zero in the assessment component of the course (9.5.4b.ii)

AIO determines there has been misconduct

Academic counselling (9.5.4b)

Failure, with a zero score, in the component of the course (9.5.4b.ii)

AIO contacts student within 5 working days (9.5.2)

Sends email to make appointment to meet ("Proforma A1, A2 or A3")
Advises student to contact USASA or other representative (9.5.3)

Student meeting
Should occur within 20 days of the initial notification (9.5.2)
Attendees: AIO, student and nominated student representative or staff member (9.5.3)

AIO determines there has been no misconduct

AIO determines there is a case

Student chooses not to participate (9.5.5)
**Send Proforma B4**

AIO decides on most appropriate outcome (9.5.5)

AIO determines a more serious outcome is appropriate (9.5.4c)
**Send Proforma B3**

AIO provides the Head of School / UniSA College with their record of initial inquiry and a recommendation to initiate a formal inquiry

Student agrees **Send Proforma B2**

**Send Proforma B2**

HoS determines there is insufficient evidence to proceed with the case (9.6.1a)

HoS determines there has been academic misconduct to warrant an outcome less serious than failure with a zero score in the assessment component of the course (9.6.1b)

HoS notifies AIO and student in writing. No further action & record removed from database (9.6.1a)

HoS determines there is sufficient evidence for a formal inquiry (9.6.2)

HoS refers the matter back to AIO for implementation. AIO notifies student and course Coordinator of the outcome in writing

Case recorded in database. Report provided to the student and Course Coordinator within 10 working days (9.6.6).
AIO forwards a copy of the data-base report and final correspondence to the Team Leader, Campus Central, for the student file.

Student disagrees
**Send Proforma B3**

HoS determines there has been misconduct

**Send Proforma B3**

HoS notifies AIO and student in writing. No further action & record removed from database (9.6.1a)

HoS refers the matter back to AIO for implementation. AIO notifies student and course Coordinator of the outcome in writing