

This form must be sent, on completion of the initial process of investigation (Step 7), to the **Director, Student Administration Services**.

1. Name of student and course

Name of student Student ID
 Name of degree or course Contact Phone

2. Unit information

Unit code Unit name (in full)
 Mode of enrolment On campus Distance
 Assessment item Essay Other:

3. Unit coordinator, lecturer and course convenor

Unit coordinator
 Lecturer (if different from above)
 Course Convenor (or HoD) Date CC notified

4. Nature of alleged academic misconduct

Plagiarism Collusion Other

5. Any record of previous academic misconduct?

No Yes If so, when?

6. Evidence provided to Course Convenor

- The submitted work with the relevant sections highlighted as well as any other evidence compiled
- [in cases of plagiarism] a copy of the original material from which the work was allegedly plagiarised
- [in cases of collusion] all relevant material which gave rise to the allegation of collusion
- Any declaration form submitted with the assignment regarding the originality of the work

7. Outcome of investigative meeting

Date of investigative meeting

a. The outcome was deemed to be **minor** in nature. The student was:

- referred to complete the AIM2Improve module
- referred for assistance from the academic tutors
- notified in writing of the outcome of the meeting and the risks of future breaches
- and, the matter recorded in ENRF3000 notes in Callista

Date student notified

b. The conduct was deemed to be **major** in nature. The matter was:

- referred to Director, Student Administration Services for Disciplinary Assessment. Evidence and minutes of investigative meeting have been provided. Assessment task details supplied as available to students in Unit Information.

Course Convenor's signature _____ Date _____

8. Sent to Director, Student Administration Services

Date _____

9. Outcome of Disciplinary Assessment

Date of meeting

- Allegations dismissed
- Referred to complete the AIM2 Improve module
- Failure in assessment item
- Mark of zero for unit
- Discontinued from the course
- Disqualified from further admission to the College
- Nature of academic misconduct and outcome recorded in ENRF3000
- Student notified in writing

Members:

Notes:

Date _____

Director, Student Administration Services signature _____ Date _____