

**Purpose:**

The School Investigative Committee manages the implementation of the Academic Misconduct Procedure within each School, ensuring transparency and fairness in the handling of all cases of suspected Academic Misconduct.

**Terms of Reference:**

1. Oversee the implementation of the Academic Misconduct Procedure within the School.
2. Organise and conduct Investigative Meetings in all cases of suspected Academic Misconduct and second or subsequent cases of Poor Academic Practice.
3. Inform the student that they are required to attend a meeting of the School Investigative Committee, according to the process outlined in the Academic Integrity Procedure.
4. Assist with collating all relevant evidence of Academic Misconduct for students referred by the Course Convenor.
5. In alleged plagiarism cases, determine the extent of the student's own work and identify any unattributed sources.
6. Provide an opportunity for students to make their case to the Committee, ensuring procedural fairness.
7. Decide the outcome of each allegation, including the application of any relevant penalty for a Level 1 offence or escalation of the case to the Academic Discipline Committee, if appropriate.
8. Provide a written statement of the outcome to the student.
9. Ensure implementation of the penalty that has been imposed.
10. Maintain Minutes of each Investigative Meeting. Minutes and documentary evidence of each Academic Misconduct Case are to be filed by the Faculty Officer/Campus Manager and also submitted to the Student Administration Services office.

**Membership:**

Course Convenor [*Chair*] or Head of School (*if Course Convenor is also the Unit Coordinator*)

Unit Coordinator

Second Unit Coordinator, if considered advisable by the Chair

Faculty Manager or Campus Manager [*Secretary*]

**Meeting Schedule:**

The School Investigative Committee will meet as needed.

**Quorum:**

Two (2) members, including the Chair.

**Authority:**

The School Investigative Committee reports to the Learning and Teaching Committee.

**Table of Amendments:**

| <b>Version Number</b> | <b>Approved by</b> | <b>Date</b>     | <b>Short description of amendment</b> | <b>Review Date</b> |
|-----------------------|--------------------|-----------------|---------------------------------------|--------------------|
| 1.0                   | Academic Board     | 11 October 2023 | N/A                                   | As needed          |