

Serious Academic Misconduct - Report to the   
PRO VICE-CHANCELLOR (ACADEMIC QUALITY AND ENHANCEMENT) (FORM D)

## **CONFIDENTIAL**

## Report of Serious Academic Misconduct made under *Statute 6.4: Student Conduct*

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Course |  |
| Referring Staff Member | [Name], Academic Integrity Coordinator/Dean (Education), College of [insert college details] |
| Date |  |

**Background**

[Provide:

* An overview of the student’s actions
* Details of the student’s experience as a student (e.g. the student’s course of study, number of units undertaken)]

**Description of incident(s)**

[For each incident provide a detailed description of the student’s actions. If there is more than one incident, this section could be formatted using separate sub-sections for each incident

In your description of the incident(s) include the following information:

* the topic details (topic code and name, the year and semester in which the topic was taught)
* a description of the incident including the extent of the academic misconduct.
* any educational advice provided to the student
* the impact of the student’s conduct on the assessment scheme, other students or the reputation of the University)

(Most of this information could be extracted from the Report(s) made to the Academic Integrity Register)

For each incident attach to the report relevant evidence, including:

* Assignments,
* Turnitin reports,
* Reports to the Academic Integrity Register, and
* any other relevant evidence (e.g. correspondence with the student, notes of meetings)]

**Recommendation**

Given the [select text: repeated failure of the student to uphold the University’s standards of academic integrity OR the serious nature of the above failure of the student to uphold the University’s standards of academic integrity] I believe the student’s conduct warrants investigation under Statute 6.4: Student Conduct.

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Signature |  |