

ACADEMIC MISCONDUCT FORM



Complete this form in BLOCK LETTERS.

Please refer to the [AIA Academic Integrity and Protocols Policy](#) if you suspect a breach of academic integrity. Your suspicion must be reported by completing this form and by providing documentary evidence of the alleged academic misconduct, as requested below.

Section A: Identifying and reporting academic misconduct.

(MUST be completed by AIA staff member identifying the misconduct)

Please note a separate Academic Misconduct Form has to be completed for each student involved in a suspected breach of academic integrity.

Please note this form is strictly CONFIDENTIAL.

STAFF DETAILS

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Staff ID:	<input type="text"/>
Role: (e.g., Lecturer, Unit Convenor)	<input type="text"/>
Email:	<input type="text"/>

STUDENT DETAILS

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Student ID:	<input type="text"/>
Email:	<input type="text"/>
Course:	<input type="text"/>

UNIT DETAILS

Unit Code:	<input type="text"/>
Unit Name:	<input type="text"/>
Assignment Name and Number:	<input type="text"/>
Assignment Percentage:	<input type="text"/>

TEACHING PERIOD

Block: (if applicable)	<input type="text"/>
Trimester:	<input type="text"/>
Year:	<input type="text"/>

TYPE OF MISCONDUCT

<input type="checkbox"/>	Plagiarism	<input type="checkbox"/>	Contract Cheating
<input type="checkbox"/>	Collusion		
<input type="checkbox"/>	Generative AI assisted writing		
<input type="checkbox"/>	Other:	<input type="text"/>	

Description of the Breach of Academic Integrity

Other Relevant Information or Comments

SUPPORTING DOCUMENTS

<input type="checkbox"/>	A copy of the assessment task published to students in Canvas.
<input type="checkbox"/>	A copy of the affected work.
<input type="checkbox"/>	Copies of any related evidence, such as a Turnitin report.
<input type="checkbox"/>	Other: <input type="text"/>

Signature:	<input type="text"/>
Date:	<input type="text"/>

Section B: Case Review by the Academic Dean

(MUST be completed by the Academic Dean)

PROCESS

Consultation held with the Unit Convenor

Type of academic misconduct identified and evidenced according to the AIA Academic Integrity Policy and Protocols.

Consultation held with the student

The purpose of the meeting was explained to the student and evidence was presented.

Student was given an opportunity to offer an explanation.

AIA officer was present for note-taking purposes.

POSSIBLE OUTCOME

No Case to answer: the suspicions of academic misconduct are unfounded.

No intention to gain unfair advantage, but evidence of poor scholarship:

-
- advise the student that the final marks reflect the evidence of poor scholarship.
 - ensure that the student is provided with guidance on maintaining academic integrity and refer to relevant support services.

Suspicion of intention to gain unfair advantage. Refer the case for Disciplinary Assessment to the Registrar. Where it is evident that there was a deliberate attempt to gain an unfair advantage [unfair means suspected] or that the facts are unclear or disputed, or the offence is extensive. The following supporting evidence is appended:

the minutes of the investigative meeting.

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/s from which the work was allegedly plagiarized.

[in cases of collusion] all relevant material/s which gave rise to the allegation of collusion.

[in cases of contract cheating] all relevant material/s which gave rise to the allegation of contract cheating.

[in cases of examination cheating] all relevant material/s which gave rise to the allegation of cheating.

Any declaration form submitted with the assignment regarding the originality of the work.

Any additional information or mitigating evidence provided by or on behalf of the student.

Section C: Disciplinary Assessment and Action

(MUST be completed by the Academic Dean and the Registrar)

Failure in the Assessment item or a mark of zero

Failure of the Unit

Discontinuance from the Course

Disqualification from further admission to AIA

Section D: Recording and Reporting Checklist

- A Warning Letter has been issued to the student, which includes information regarding right to appeal in accordance with the AIA Student Grievance and Resolution Policy and Procedure.
- An entry of Academic Intervention has been created in SMS, including all supporting evidence;
- If the Penalty has enrolment implications, the Dean of Students and the CEO have been notified in writing.
- Other:

SIGNED AND ENDORSED

Staff Signature:	<input type="text"/>
Date:	<input type="text"/>
Position:	<input type="text"/>
Endorsed by:	<input type="text"/>
Date:	<input type="text"/>
Position:	<input type="text"/>

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.