

Academic Integrity Investigation and Reporting Form

How to report:

1. Save this template in **Word format (.docx)** – File name: Student name_Unit code_assessment number, i.e. 'John Smith_BUS102_Assessment 1_YYYY MM DD.docx'
2. No need to attach student work, similarity report or assessment brief. Send form to Academic Progressions at academicprogression@lyons.edu.au

1. Details of incident *This section is for use by Academic Staff to outline details of suspected academic misconduct*

Staff's name				Date	
Student name				Student ID	
Unit code				Assessment #	
What alerted you to a possible breach?	Similarity %age <input type="checkbox"/> Insufficient Paraphrasing or Referencing <input type="checkbox"/> Class participation inconsistent with submission <input type="checkbox"/> Individual efforts inconsistent with assessment outcomes <input type="checkbox"/> Other (please specify) <input type="checkbox"/>				
Suspected breach type	Plagiarism <input type="checkbox"/>	Contract Cheating <input type="checkbox"/>	Collusion <input type="checkbox"/>	Other, what <input type="checkbox"/>	<i>Provide details:</i>
Suspected breach Severity	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	Serious <input type="checkbox"/>	Other, what <input type="checkbox"/>	<i>Provide details:</i>

2. Investigation details - *This section is for use by Investigations Officer to outline details of investigation academic misconduct*

Form of investigation	Student attended meeting <input type="checkbox"/>	Student responded in writing <input type="checkbox"/>	No attendance or written response <input type="checkbox"/>
Date of interview			Time
Interviewer(s) name			

3. Interview process - *This section is for use by Investigations Officer*

1	Explain purpose of meeting, and that minutes will be taken as a record of interview.	<input type="checkbox"/> Done
2	Describe what academic integrity is and why it is important.	<input type="checkbox"/> Done
3	Ask if the student has read the Academic Integrity policy, understands what is Referencing and Paraphrasing	<input type="checkbox"/> Done
4	Describe the allegations in detail, in relation to the assessment in question.	<input type="checkbox"/> Done
5	Ask for drafts, saved files or other evidence. <i>Record below e.g. "No previous drafts saved".</i>	<input type="checkbox"/> Done
6	Ask student how they produced the assessment – e.g. assessment content, references used. <i>Record comments</i>	<input type="checkbox"/> Done
7	Advise student of penalties and possible outcomes.	<input type="checkbox"/> Done

8	Read notes of meeting back to student and ask if they have further questions for clarification of understanding.		<input type="checkbox"/> Done
	10	Describe next steps:	Academic Integrity Officer makes proposal and written advice sent to student.
		Student has 20 working days to appeal the decision if not satisfied.	

Did student admit to a breach?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Description of investigation and findings (do not leave blank)			

Reported breach	First <input type="checkbox"/>	Second <input type="checkbox"/>	Subsequent <input type="checkbox"/>	#
Severity	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	Serious <input type="checkbox"/>	

Academic Integrity Breach Type	Plagiarism <input type="checkbox"/>	Collusion <input type="checkbox"/>	If other, provide details	
	Contract Cheating <input type="checkbox"/>	Other <input type="checkbox"/>		

Previous breaches if applicable (# and Low/Med/Serious)	No. xx <input type="checkbox"/>	Low/Medium <input type="checkbox"/>	Serious <input type="checkbox"/>
--	---------------------------------	-------------------------------------	----------------------------------

4. Proposed penalty- *This section is for use by Investigations Officer*

Penalty	-10% marks <input type="checkbox"/>	Re submit <input type="checkbox"/>	-50% marks <input type="checkbox"/>	Zero mark <input type="checkbox"/>	Fail Unit <input type="checkbox"/>
		Date:			

5. Outcome- *This section is for use by Dean for the outcome academic misconduct. To be saved on Meshed.*

Outcome approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Provide details:</i>
Dean			Date