Allegation of academic misconduct is raised.

Teacher of Unit discuss allegation and available evidence with Unit Coordinator. Advise Dean that investigation is proceeding.

If occurred during exam, the Unit Coordinator refers matter straight to Dean. No need for Unit Coordinator to meet with student.

If requiring further investigation invite student to meeting; provide advice as required (see clause 39).

If incident is not misconduct, as defined by Policy, dismiss the allegation.

If unsubstantiated/ not proven, dismiss allegation.

Advise student of outcome (no later than 5 working days after the meeting see clause 43); ensure that Dean receives copy of outcome, and that all information relevant to the allegation has been recorded in TRIM (See TRIM Guidelines).

If substantial academic misconduct refer to Dean.

Meeting between 8 and 15 days from date of notice to student.

Chart 1: Meeting with Unit Coordinator and Teacher of the Unit
Dean of School receives referral of allegation of academic misconduct.

Student to respond within 7 working days of date of notice of meeting.

Meeting to proceed and allegation to be determined (allegation may be determined in student’s absence).

If insufficient evidence, or unsubstantiated, dismiss allegation.

If proven, determine as per clauses 49 and 50.

If unresolved or serious enough to warrant more severe penalty than those available to Dean of School; refer to Student Academic Misconduct Committee.

Advise student of outcome (no later than 5 working days after the meeting) - TRIM all meeting information (see TRIM Guidelines).

Chart 2: Meeting with Dean of School

NB: If student is appealing against determination of Unit Coordinator, determine as per the Appeals section.
SAMC receives referral of allegation - within ten working days, Committees Officer (for the Chair) organises meeting with student, to be held between 8 and 15 working days of notification to student – letter to include information in clauses 53, 99 and 100.

Meeting (if student does not attend, consider in his/her absence).

If allegation is determined to be proven, recommend appropriate course of action (see clauses 60 to 61).

Forward recommendation to PVC (E)/ VC for decision (no later than 5 working days after meeting).

Within 5 working days of receiving PVC (E)/ VC’s advice, Academic Registrar advises student of outcome. TRIM all meeting information (see TRIM Guidelines).

Student to respond to meeting request (within 7 working days of date of notification to student).

If insufficient evidence / allegation not substantiated, recommend to PVC (E) to dismiss allegation.

Within 5 working days of receiving SAMC recommendation, PVC (E) / VC to advise Academic Registrar of Decision.

NB: If student is appealing against determination of Dean of School, determine as per the Appeals section.
Chart 4: Appeal to Dean of School, against determination made by Unit Coordinator and Teacher of the Unit.

Appeal must be sent to the Dean of School, within 15 working days of date of outcome letter from Unit Coordinator (or 20 working days if the student holds a student visa and the penalty affects conditions of enrolment) - Appeal letter to address grounds as defined in clause 66.

If valid grounds for appeal, Dean of School to invite student to meeting – to be held within 20 working days of receipt of appeal.

Student to receive at least 7 working days notice of meeting + other information as per clause 69, 99 and relevant parts of clause 100. The meeting will be attended by a representative of the Academic Registrar.

If student does not attend meeting, consider appeal in his/ her absence.

Determine appeal based on evidence and as per clause 70.

Advise student of outcome of appeal (no later than 5 working days after the meeting). TRIM all meeting information (see TRIM Guidelines).
Appeals to be sent to Chair of SAMC (via Associate Director Secretariat) within 15 working days of the date of outcome letter from Dean of School (or 20 working days if the student holds a student visa and the penalty affects conditions of enrolment) - appeal letter to address grounds defined in clause 74.

If valid grounds for appeal, invite student to meeting - to be held within 20 working days of receipt of the appeal.

Student to receive at least 7 working days notice of meeting, + other information as per clause 77 and Section 5.

If no valid grounds, appeal will not be heard. Chair to advise student.

If student does not attend meeting, consider appeal in his/ her absence.

Determine appeal based on evidence and as per clause 79.

Within 5 working days of meeting, recommendation to PVC (E), or VC, for decision.

Within 5 working days of receiving recommendation, PVC (E) / VC advises Academic Registrar of decision.

Within 5 working days of receiving PVC(E) / VC’s advice, Academic Registrar advises student of outcome. TRIM all meeting information (see TRIM Guidelines).
Appeals to be sent to Executive Officer of SAAIC within 15 working days of date of outcome letter from University (or 20 working days if the student holds a student visa and the penalty affects conditions of enrolment) - appeal letter to address grounds defined in clause 86.

If valid grounds for appeal, invite student to meeting – to be held within 20 working days of receipt of appeal.

Student to receive at least 7 working days notice of meeting, and other information as per clause 89 and Section 5.

If student does not attend meeting, consider appeal in his/her absence.

Determine appeal based on evidence and as per clause 93 and Section 5.

Within 5 working days of meeting, recommendation to PVC (E), or VC, for decision.

Within 5 working days of receiving recommendation, PVC (E) / VC advises Academic Registrar of decision.

Within 5 working days of receiving PVC(E) / VC’s advice, Academic Registrar advises student of outcome - TRIM all meeting information (see TRIM Guidelines).

If no valid grounds, appeal will not be heard. Executive Officer to advise student.