**STUDENT ACADEMIC MISCONDUCT POLICY**
**INVESTIGATIONS**

**Action Kit Part A Flowchart**

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**Step 1.** Complainant provides the HOS with a signed statement (or email) alleging student academic misconduct.

**Clause 3.1**

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**Step 2a.** Does the HOS have a conflict of interest relating to this allegation?

Yes → **Step 2b.** Action - Refer the allegation to the Executive Dean

No → **Step 3a.** Did the incident of academic misconduct occur more than 21 days before the allegation?

Yes → **Step 3b.** Does the HOS agree to investigate the allegation?

Yes → **Step 4.** Action – Send Proforma C to Complainant.

Clause 3.3.1

No → **Step 3c.** Action – Send Proforma B to Complainant.

Clause 3.1.1

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**Step 6.**

**Action - Send Proforma D to the Student.**

Action - Attach to Proforma D a copy of the assessment item clearly indicating those sections that are the subject of the allegation.

Clause 4

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**Step 7.**

**Action - Prepare a report within 14 days of the allegation.**

Note – The investigation may be undertaken by someone on behalf of the HOS. The investigators report is submitted to the HOS.

Note – An extension of time may be requested from the Executive Dean.

Clause 5.1

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**Step 10.1.1**

**Action – Send Proforma E to Executive Dean and Complainant.**

Clause 5.1.1

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**Step 10.1.2**

**Action – Send Proforma F to Student.**

Clause 5.1.1

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**Step 10.2.1**

**Action – Attach Report (Proforma J) to Proforma G.**

**Action – Send Proforma G to Student.**

Clause 5.1.2

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**Step 10.2.2**

**Action - After the student has replied to Proforma G, or, if the student does not reply within 21 days, send Proforma H to Executive Dean.**

Action - Attach Complainant’s allegation, the Report, and the student’s reply (if given) to Proforma H.

Clause 5.1.2

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**Step 10.3**

**Does the HOS believe the Complainant’s allegation was given vexatiously.**

Yes → **Step 10.3.1**

**Action – Send Proforma I to Executive Dean**

Clause 5.1.3

No → **Step 10.1.2**

**Action – Send Proforma F to Student.**

Clause 5.1.1

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**Step 10.1.3**

**Action – Send the Student.**

**Action - Attach to Proforma D a copy of the assessment item clearly indicating those sections that are the subject of the allegation.**

Clause 4

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**Step 11.**

**Forward all relevant documents relating to the allegation to the Executive Dean.**

Clause 5.2

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Please contact the Office of Academic Governance if you believe this flowchart does not accurately reflect the Student Academic Misconduct Action Kit Part A.

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