***Schedule C: Academic Integrity Standardised Reporting and Outcome Form***

*Approved by Academic Board: Original Approval was on 4 Jun 2021, 28 July 2023*

*This form is for the purposes of recording the reception of a report regarding a possible breach of Academic Integrity, determination of evidence of a breach of Academic Integrity, determination of the gravity of the breach and reporting to the University Secretary and/or other Authorised Officers.*

*Please note, reports involving any members of the University that are categorised as incidents of conduct or misconduct are to be reported through the Conduct and Misconduct Policy.*

*Colleges report any relevant actions on Academic Integrity every twelve months through the University Secretary to the Chair of the Academic Board (Academic Integrity Policy 10.2). Academic Board receives an annual report of Academic Integrity reporting from the Chair and reports to Council annually (Academic Integrity Policy 10.3; 10.4).*

## Please complete the details:

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| --- | --- |
| Name of Authorised Officer: |       |
| College: |  | Date |       |
| Authorised Officer for case (select domain): |
| [ ]  | Unit of study or assessment task: Academic Dean of the College hosting the unit [ ]  Alternative: the Academic Dean of another college | [ ]  | Research involving human subjects: Chair of the Human Research Ethics Committee[ ]  Alternative: Deputy Chair of the Human Research Ethics Committee |
| [ ]  | Higher degree by research: Dean of the School of Graduate Research[ ]  Alternative: Chair of the Academic Board | [ ]  | Any other matter: University Secretary (Vice-Chancellor appoints Authorised Officer) |

**Step 1. Determining the nature of the report (please use checkmarks in squares for all that apply)**

NB: The report must be concerning a breach of Academic Integrity, intentional or unintentional, using definitions in sections 4 and 5 of the Academic Integrity Policy (*Academic Integrity Policy 6.5*)

1. **Received Report (please tick boxes):**

[ ]  A Report received concerning a possible Academic Integrity issue through internal member(s) of the University (required to report) or external person(s) to the University (may report)(*Academic Integrity Policy 6.1, 6.2 and 6.3*).

[ ]  The Authorised Officer has consulted an appropriate colleague to support the reported person(s) while maintaining confidentiality (*Academic Integrity Policy 8.3*).

[ ]  Attach a record of communication and/or written report between the Authorised Officer and Colleague to this form.

|  |  |
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| Name of Colleague Consulted by Authorised Officer: |       |

1. **Evidence or Non-Evidence of Breach**

**Please complete either c1. or c2.**

[ ]  c1. Evidence has been found that a breach of Academic Integrity has occurred inadvertently.

The Authorised Officer has reported this finding to the person who reported the potential breach and forwarded this form as a report to the University Secretary indicating that an inadvertent breach has occurred. (*Academic Integrity Policy 7.6; 7.7*).

Please describe the nature of the report:

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[ ]  c2. Evidence has been found that a breach of Academic Integrity that is either not minor or not inadvertent has occurred (*Academic Integrity Policy* 7.7). Please complete this section c2. and section b, c or d of Step 2.

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| --- | --- |
| Name of person(s) alleged: |       |
| Student Number: |       |
| Unit Code: |       |
| Level: |  |
| Associated Discipline Area within Unit Code: |  |
| Associated Discipline Area: |  |

**Step 2. Determining Level of Breach**

1. For each of the items below,use the following scale:
* 1 (least serious) to 3 (most serious) against each item, where item f) may be valued as 0 (no mitigating circumstances); or
* in negative values from -1 to -3 (minor to significant mitigating circumstances, thus reducing the total assessment score).

|  |  |  |
| --- | --- | --- |
| Item | Comments | Score |
| a) Intention (e.g., was the breach intentionally done, with awareness that it was a breach) |       |  |
| b) First, repeat or serial offence by the person |       |  |
| c) Equivalent score to academic level of alleged offender (e.g. first year undergraduate, postgraduate student, experienced scholar) |       |  |
| d) Quantity of total work affected by the breach of academic integrity |       |  |
| e) Potential for the breach of academic integrity to significantly change the assessment of the work |       |  |
| f) Mitigating circumstances |       |  |
| Total Score: |       |
| Gravity: |  |

**Final Score Key:**

|  |  |
| --- | --- |
| Final Score | Gravity |
| 1-5 | Minor |
| 6-10 | Moderate |
| 11-15 | Major |

Please describe here the nature of the Breach:

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**Actioning the response to a Breach of Academic Integrity**

1. Action for a ***Minor Breach***of Academic Integrity Coursework *(Academic Integrity Policy 7.1)*

Please tick one or more of the following actions:

[ ]  Issue and record a written warning regarding the consequences of breaching University policy.

[ ]  Counsel the student and refer the student to services such as study skills support or to the library for assistance.

[ ]  If appropriate, adjust the student’s mark in the relevant assessment task to take into account only work which is in line with the principles of academic integrity.

[ ]  Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under Regulation 82.

OR

1. Action for a***Moderate Breach***of Academic Integrity Coursework *(Academic Integrity Policy 7.1)*

Please tick one or more of the following actions:

[ ]  Require the student to undertake additional and/or remedial work for the assessment or thesis and impose a maximum grade of Pass for the unit.

[ ]  Require the student to undertake another form of assessment in lieu of the assessment work in question and potentially impose a maximum grade of Pass for the unit.

[ ]  Downgrade the final grade overall in the unit.

[ ]  Apply a Fail grade to the work, or part thereof, submitted for assessment.

[ ]  Apply a Fail grade overall in the unit.

[ ]  Refer the matter to the relevant Principal if one or more of the above penalties is insufficient to deal with the matter.

[ ]  Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under Regulation 82.

[ ]  Require the student to rewrite and resubmit a thesis for examination.

[ ]  Require the student to participate in an Oral Defence Panel.

[ ]  Fail the student for the degree, (or in the case of a Minor Thesis, the unit) for which the thesis under examination was submitted.

Please document here details of the investigation, assessment, and determination process for a minor or moderate breach of Academic Integrity in coursework. This is even when the matter is resolved without actioning section 2 b. or c. *(Academic Integrity Policy 6.3).*

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OR

1. Action for a***Major Breach*** of Academic Integrity Coursework

Please document here details of the investigation, assessment, and determination process for a minor moderate of major breach of Academic Integrity and send this form to the Chair of Academic Board as Authorised Officer *(Academic Integrity Policy 8)*.

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**Step 4. Reporting**

Send this documentation of the reception, reporting and any investigation, assessment, and determination process through this form confidentially to University Secretary with a copy to Dean of Academic Programs.

University Secretary, Hannah Hornsby: hhornsby@divinity.edu.au

Dean of Academic Programs: ahaddad@divinity.edu.au

## Office Use Only

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| --- | --- | --- | --- |
| Date Received |        | Actioned: |  |
| Date Logged: |       | [ ]  | Yes |
|  | [ ]  | No |