

Student Academic Misconduct Form

To be read in conjunction with the EIA Academic Integrity Policy and Procedure. This form is to be completed by the relevant academic staff to record any alleged student academic misconduct cases. A separate Student Academic Misconduct Form must be completed for *Each Student* involved in *Each Case*.

Section A: Identifying and Reporting Alleged Academic Misconduct (to be completed by the relevant unit coordinator/exam invigilator)

Student Details					
Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Family Name:					
Given Name:					
Student ID:					
Student ID for other students who are connected to this case (if applicable):					
Course Details					
Course:	<input type="checkbox"/> Bachelor of Marketing		<input type="checkbox"/> Bachelor of Marketing (minor in Digital Business)		
Semester/Year:	_____/_____				
Unit Code:	_____				
Unit Name:	_____				
Lecturer:	_____		Unit Coordinator:	_____	
Assessment:	_____				
Section of Assessment (if applicable):	_____				
Nature of Alleged Misconduct (tick box)					Tick (☑)
(a) Plagiarism					<input type="checkbox"/>
(b) Cheating					<input type="checkbox"/>
(c) Collusion					<input type="checkbox"/>
(d) Others(describe):					<input type="checkbox"/>
Details of the alleged academic misconduct case:					

Supporting Documentary Evidence Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No List Documentary Evidence: 1. 2. 3.		
Section A completed by:		Position:	
Signature:		Date:	

Section B: Interview details

Please provide as much details as possible			
Date of the interview:		Attendees:	
Has the student attended the scheduled interview? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Details of the interview:			
Section B completed by:		Position:	
Signature:		Date:	

Section C: Decision Outcome

Student Details		
Is this the student's first offend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, this is the second offend
Is this a first-year student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decision Outcome		
Select the relevant penalty from the following options:		
<input type="checkbox"/> Case dismissed (not an academic misconduct) <input type="checkbox"/> Re-submit the assessment task <input type="checkbox"/> Receive 'Failed' for the relevant assessment task <input type="checkbox"/> Receive 'Failed' for the unit(s) of study <input type="checkbox"/> Require the student to undertake study skills and/or English language workshops and meet satisfactory academic requirements. <input type="checkbox"/> Suspending the student's enrolment for one semester; <input type="checkbox"/> Terminating the student's enrolment at EIA.		

Additional notes:			
Decision made by:		Position:	
Signature:		Date:	

Administration			
Date of notifying student with the outcome:		Notified by:	
Complete form and relevant supporting evidence uploaded to RTOmanager on:			
The relevant penalty is duly implemented <input type="checkbox"/> Yes, date: _____, staff name: _____ <input type="checkbox"/> No, please specify: _____			