The assessor determines if a student has plagiarised according to the Plagiarism Determination Guide



The assessor notifies the Exec Dean/Director or Plagiarism Officer (PO) & provides them with relevant documentation





Central Records provides the PO with the details of any previous plagiarism incidents

The Exec Dean /Director or nominee will notify student in writing of the report and the forfeiture of credit



Hearing Process

First incident



The Student may request a hearing to the Exec Dean/Director or nominee within 7 days of being notified.

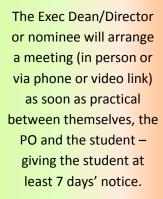


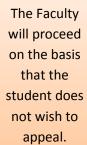
Student hearing requested



Student does not request hearing











The Student may request hearing to the Exec Dean/Director or nominee within 7 days of being notified.



Received

Dean/Director or

or via phone or

practical between

and the student -

least 7 days' notice.

The Exec



Not received



The Faculty nominee will arrange will proceed a meeting (in person on the basis the student video link) as soon as does not wish to appeal. themselves, the PO giving the student at





Exec Dean/Director or nominee will immediately forward all relevant material documents with a request for a hearing to the Executive Officer of the Student Discipline Committee.



The PO will provide an opportunity for the student to present evidence to refute the claim or provide mitigating circumstances



Not upheld



Upheld



The assessor will be informed to reverse the forfeiture of credit

The PO can confirm the forfeiture of credit; apply a lessor penalty; or require the Student to be reassessed in a relevant assessable task or Course

The PO can confirm the forfeiture of credit; or require the Student to be re-assessed in a relevant assessable task or Course







The Faculty/Centre must notify the student in writing of the penalty incurred.









Details of the University's appeals process must be provided to the student.



Within 10 working days of receipt of the complaint, the Executive Officer of the Student Discipline Committee will schedule a Committee meeting hearing, which will occur within 21 days, and send notification with all relevant documents to the Student and the Exec Dean/Director.



Student will be notified in writing of the result of a Student Discipline Hearing within 7 days after the hearing. The notification must include details of any further steps in the appeals process available to the Student's right to appeal to the University Council by writing to the Vice-Chancellor within 20 working days of the date of the decision of the Student Discipline Committee.











The Faculty/
Centre should
destroy any
all documents
pertaining to
the case.

The Student may appeal to the University Appeals Committee. A
Student can only appeal to the University Appeals Committee if they
have new evidence that was not known at the time of the Faculty
hearing or if an irregularity of procedure has occurred. The student
must lodge the appeal with the Executive Officer of the Appeals
Committee within 7 days of receiving notification of the outcome of
the Faculty hearing.

If an appeal to the Student Discipline
Committee University Council is
unsuccessful, a Student has the right to
access the external complaints and
appeals process of the Victorian
Ombudsman within 10 days.







The University Appeals Committee can dismiss or uphold the plagiarism charge. The Executive Officer of the Appeals Committee will advise the Student of the outcome of the request for an appeal within 10 days.







If the appeal is unsuccessful a Student has the right to access the external complaints and appeals process of the Victorian Ombudsman within 10 days.







Upon conclusion of any hearing and appeal process all paperwork regarding the current incident and a Plagiarism Report to must be forwarded to Central Records for retention and entering onto the plagiarism register.



Upon conclusion of any hearing and appeal process, if plagiarism is upheld, all paperwork regarding the current incident and a Plagiarism Report to be forwarded to Central Records for retention and entering onto the plagiarism register. If the charge is dismissed the Faculty/Centre should destroy any documents pertaining to the case.

If an International Student is involved,
Centre for University Partnerships
(CUP) must be notified if the incident
is upheld and the student's enrolment
terminated.