**Plagiarism Reporting**

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

**First incident**

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

- **Student hearing requested**
  - The Exec Dean/Director or nominee will arrange a meeting (in person or via phone or video link) as soon as practical between themselves, the PO and the student – giving the student at least 7 days’ notice.

- **Student does not request hearing**
  - The Faculty will proceed on the basis that the student does not wish to appeal.

**Second incident**

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

- **Received**
  - The Exec Dean/Director or nominee will arrange a meeting (in person or via phone or video link) as soon as practical between themselves, the PO and the student – giving the student at least 7 days’ notice.

- **Not received**
  - The Faculty will proceed on the basis the student does not wish to appeal.

**Third incident**

- The 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.

**Hearing Process**

- The PO requests details of prior registered plagiarism incidents from Central Records.

- 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

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 re-assessed 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 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.

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.

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.

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.

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.