

Plagiarism Reporting

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

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

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

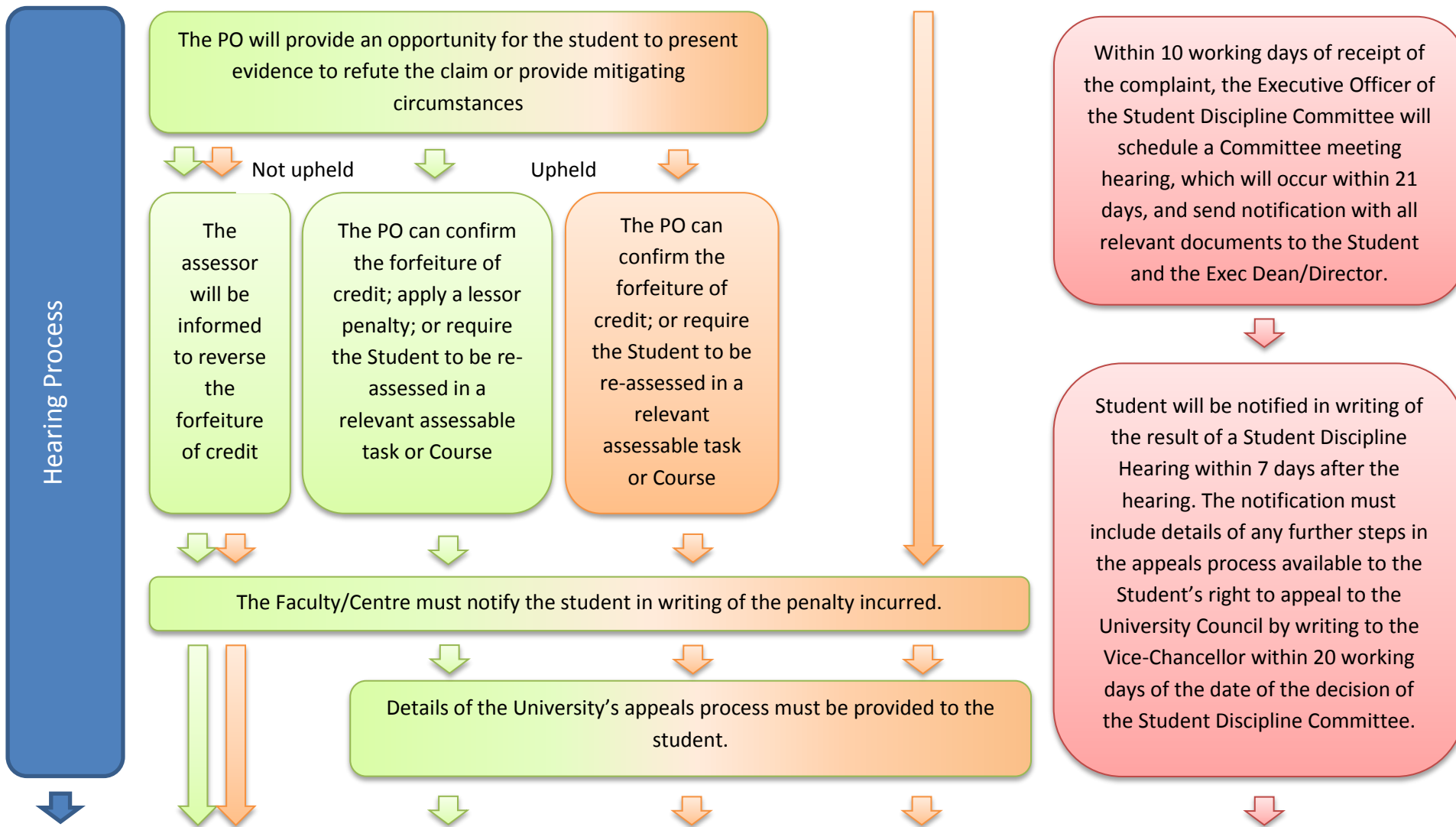
The Exec Dean/Director or nominee will arrange a meeting (in person or via phone or video link) as soon as practical between themselves, the PO and the student – giving the student at least 7 days' notice.

Not received

The Faculty will proceed on the basis the student does not wish to appeal.

Third incident

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.



Appeals Process

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.

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 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 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.