1. Suspected breach of the Student Academic Integrity Policy

2a. Chief Examiner

The Chief Examiner should:
• inform the student(s) of the suspected breach (this must be in writing at the Sunway campus and the provisions of Part 7 of the Monash University (Council) Regulations as to what penalties may be applied if a breach is found to have occurred);
• identify the passages/work alleged be in breach and its source; and
• ask the student(s) to respond – typically at a meeting with the student. If there is a meeting the student is to be invited to bring a support person.
• Contact the academic integrity officer to see if the student is on the Academic Integrity Register.

(paragraph 12)

2b. Other staff member

The academic staff member involved in unit assessment should:
• inform the student(s) of the suspected breach (this must be in writing at the Sunway campus) and the provisions of Part 7 of the Monash University (Council) Regulations as to what penalties may be applied if a breach is found to have occurred.
• identify the passages/work alleged be in breach and its source;
• ask the student(s) to respond – typically at a meeting with the student. If there is a meeting the student is to be invited to bring a support person; and
• Contact the academic integrity officer to see if the student is on the Academic Integrity Register.
• refer the matter to the Chief Examiner to consider findings.

(paragraph 11)

3. Chief Examiner considers findings

4a. Chief Examiner is satisfied that a breach of academic integrity took place

4b. Chief Examiner decides that there was no breach of academic integrity

End of matter

5. Chief Examiner must decide whether or not the breach was likely to have been intentional or reckless (paragraph 13) and complete the Chief Examiner Report – Plagiarism, Cheating and Conclusion.

6. Chief Examiner sends their report to the Academic Integrity Officer of the teaching faculty.

Academic Misconduct cases that have been deemed not to be intentional or reckless.

7a. Decision on the course of action to be taken will be made by the Chief Examiner within 10 working days (paragraph 14).

7b. Chief Examiner reports matter to the Associate Dean of the teaching faculty (paragraph 18).

8a. Warnings and outcomes communicated to student(s) in writing (e.g., standard warning letter) and retained on an Academic Integrity Warnings Register (paragraph 15).

8b. Associate Dean of the teaching faculty (or nominee) must consider the matter in accordance with Part 7 of the Monash University (Council) Regulations.

9a. Student(s) required to participate in additional academic skills development (paragraph 16).

End of matter

Stages 1-8 as per University Academic Integrity Process

Key:  Chief Examiner  Academic Integrity Officer  Associate Dean (Education)  Discipline Panel

For help on academic integrity matters please contact Chloe Priebee eng-academicintegrity@monash.edu or extension 31663