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. (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; and.
• 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

5. Chief Examiner must decide whether or not the breach was likely to have been intentional or reckless (paragraph 13).

6a. After considering the student’s response, the Chief Examiner finds the breach not to be intentional or reckless

6b. After considering the student’s response, the Chief Examiner finds the breach 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 (see 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

See the Student Academic Integrity: Managing Plagiarism and Collusion Procedures for examples of factors that might be taken into consideration when making this decision.

If the student is unable to attend a meeting, particulars of the breach should be put to the student in writing and the student should be asked to respond in 10 working days – see sample letter of notification.

The Student Discipline Guidelines provide guidance on dealing with suspected breaches of the Discipline Statute, including the powers of the Associate Dean to deal with the matter or to refer it to a faculty discipline panel to hear and determine.