

Formal inquiry guidelines for school and division staff

Purpose

These guidelines are for staff attending a formal inquiry established under Section 9 of the *Assessment Policies and Procedures Manual (APPM)*. Formal inquiries address issues of misconduct in a placement, breaches of examination procedures, or academic integrity matters.

Formal inquiry committee membership

Clause 9.6.2 of the APPM states that a formal inquiry committee consists of:

- the head of school as chair
- a member of academic staff nominated by the division pro vice chancellor - usually an academic integrity officer from another school within the division
- one other member of academic staff
- a nominee of the Director: Student and Academic Services
- a representative of Offshore Student Services, if applicable
- a member of USASA Board or their nominee

The head of school appoints an executive officer from within the school.

Formal inquiry processes

The formal inquiry process is outlined in clause 9.6 of the APPM.

Staff should note that:

- The student may accept an outcome proposed by an Academic Integrity officer, even after the matter is referred to the head of school for formal inquiry. The student must accept in writing.
- The formal inquiry may proceed when a quorum of three members is present, including the chair. Committee members should make every effort to attend. The executive officer communicates the outcomes to any members who are unable to attend.
- The executive officer collects all information at the end of the formal inquiry and disposes of it confidentially.

Documents required for a formal inquiry

At least five working days before the formal inquiry commences, the executive officer should provide each committee member and the relevant student with the documents listed below, in either hard copy by registered post, or by email marked 'Confidential'.

1. copy of all documents/correspondence leading up to the formal inquiry, with a summary showing the correct chronological order. These documents should demonstrate whether all processes required by clauses 9.5 and 9.6.1 – 9.6.2 of the APPM, have been undertaken.
2. copy of the relevant section of the APPM as follows:
 - Section 4 for misconduct during a practice-based learning activity
 - Section 6 for breaches of examination procedures
 - Section 9 for academic Integrity
3. copy of the relevant course outline to clarify the course / assessment requirements
4. copy of the program schedule to clarify where the course fits in the program structure
5. copy of the student's academic transcript

6. any other relevant information on the student's file at Campus Central
7. any written submissions from the student
8. copy of the student's relevant assignment/s
9. copy of Academic Integrity officer's report
10. any communication provided by an academic about the student, including notes of telephone conversations, etc.