Workflow User Manual

For educational integrity case reporting and handling
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1 KEY CONTACTS

Office of Educational Integrity

For all procedural enquiries, including case rollbacks and deletions, please contact the Office:
W intranet.sydney.edu.au/teaching-support/teaching-support/educational-integrity.html
E educational.integrity@sydney.edu.au
T +61 2 8627 5221 (ext 75221)

Archives and Records Management Services

For all system enquiries, including problems logging into the Records Online Workflow Portal or using TRIM’s native application HPE Content Manager (CM9), please contact the Workflow Support Officer in Archives and Records Management Services (ARMS), with the Office copied to the e-mail:
W sydney.edu.au/arms
E records.online@sydney.edu.au
T +61 2 9351 3174 (ext 13174) Workflow Support Officer; or
+61 2 9036 9537 (ext 69537) ARMS Help Desk
2 BACKGROUND AND AUDIENCE

HPE Content Manager (CM9 or TRIM) is the backend of the University’s corporate recordkeeping system known as Records Online. It has been maintained by Archives and Records Management Services since 2000.

In August 2015, The Vice-Chancellor’s Academic Misconduct and Plagiarism Taskforce recommended the TRIM workflow system used by the Faculty of Arts and Social Sciences since 2014 for handling cases of alleged academic dishonesty and plagiarism be redeveloped and expanded for use by The University’s other faculties. This recommendation was endorsed shortly thereafter by the Senior Executive Group.

After several months of consultation with key university and faculty stakeholders, the redeveloped case referral and recordkeeping system went live in March 2016. Both elements of the system have been designed to explicitly support the efforts of academic and professional staff in implementing the University’s Academic Honesty in Coursework Policy 2015 and the related procedures.

This manual provides an overview of the recordkeeping system and the detailed instructions required by faculty administrators and relevant academic decision makers to effectively use this system. The manual will be updated frequently and the latest version can be accessed via the Archives and Records Management Services website.

While of general interest to all staff of the University, this manual will be of most use to:

- Faculty staff members responsible for administering the educational integrity process;
- Each faculty’s Educational Integrity Coordinator (EIC) and Nominated Academics (NA);
- The Office of Educational Integrity; and
- The Workflow Support Officers in Records Management Services.

Separate quick guides for using the online referral form can be accessed via the educational integrity pages of the University’s Staff Intranet.
3 SYSTEM REQUIREMENTS AND ACCESS

3.1 Software requirements

The online referral form and recordkeeping systems are powered by the HPE Content Manager (CM9 or TRIM) native application. While it is not essential to use this software, it is recommended for faculty administrators.

If you are using a Mac, you may have to use the TRIM Citrix interface or Records Online web interface (see following section).

Please contact the Records Online Help Desk (recordsonline@sydney.edu.au or 9356 9537) if you require assistance or wish to have TRIM installed on your computer.

3.2 Web applications and systems access

The online case referral form and recordkeeping workflow system have been configured for use with Mozilla Firefox, Google Chrome or Microsoft’s Internet Explorer.

Faculty administrators and academic decision makers can access all current cases in their respective workflows via the portal at following link: https://recordsonline2.sydney.edu.au/workflowportal/Content/InTray.aspx.

Records related to individual cases, particularly those that have been concluded, can be accessed via TRIM or Records Online: https://recordsonline.sydney.edu.au/?utm_source=intranehome&utm_medium=web&utm_content=system-logins&utm_campaign=intranet.

3.3 Off-campus access: VPN

If you are working off-campus and outside of the University’s fixed network, you will need to be logged in to the University’s Virtual Private Network (VPN) in order to access the recordkeeping system and any documents held therein.

To download and install the VPN client to access the University network while working remotely, please see the information provided on the ICT website.

3.4 Records Online user accounts

Faculty administrators, Educational Integrity Coordinators and Nominated Academics are required to have an active Records Online/TRIM user profile. If you are not already a registered Records Online user, please request access via:

- Login to the Self Service Portal on the Staff Intranet using your Unikey.
- Click the ICT Services hyperlink.
- Click the UniKey and Account Management hyperlink.
- Select Records Online - New User.
- Once the required fields have been completed, select Order to submit the request.
### 3.5 Access controls

In order to maintain the security and confidentiality of case records, the following access controls have been established:

- Faculty administrators have been granted access to all case workflows and records relating to their own faculty only.
- Educational Integrity Coordinators and Nominated Academics have been granted access to case workflows and records across all faculties.
- Staff from the Office of Educational Integrity, the DVC Education Portfolio, and Student Affairs Unit have been granted access to case workflows and records across all faculties.
- Case initiators and Unit of Study Coordinators do not have access to any case workflows or records, although they will receive e-mail notifications regarding the progress and outcomes of relevant cases.

Access groups have been established in TRIM/Records Online as follows:

<table>
<thead>
<tr>
<th>Who</th>
<th>Access group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Educational Integrity, and relevant DVC Education staff</td>
<td>{WF - EI - Admin}</td>
</tr>
<tr>
<td>Student Affairs Unit</td>
<td>Student Affairs (Internal Organisation)</td>
</tr>
<tr>
<td>Educational Integrity Coordinators and Nominated Academics</td>
<td>{WF - EI - EIC or NA}</td>
</tr>
<tr>
<td>Faculty Educational Integrity Administrators</td>
<td>{WF - EI - Agriculture and Environment} {WF - EI - Arts and Social Sciences} {WF - EI - Business (Business School)} {WF - EI - Dentistry} {WF - EI - Engineering and Information Technologies} {WF - EI - Health Sciences} {WF - EI - Sydney Law School} {WF - EI - Medicine (Sydney Medical School)} {WF - EI - Nursing (Sydney Nursing School)} {WF - EI - Pharmacy} {WF - EI - Science} {WF - EI - Sydney Conservatorium of Music} {WF - EI - Sydney School of Architecture, Design and Planning}</td>
</tr>
</tbody>
</table>

The contact details of faculty administrators and EICs/Nominated Academics can be found on the Office of Educational Integrity’s [website](#).
3.6 Retention of case records

The retention of case records is governed by the NSW State Records Act 1998 and retention schedule GDA23-03.02.02. This legislation and retention schedule requires all documentation related to workflow cases to be retained for a period of 6 years after the last action date. However, The University may wish to retain such records for a longer period if there is a compelling business requirement.

3.7 Learning Management System access

Faculty administrators, Educational Integrity Coordinators, and Nominated Academics may in certain circumstances be required to access documentation held in relevant Learning Management Systems sites and Turnitin assignment drop boxes. The authority for them to do so has been granted by the University’s Deputy Vice-Chancellor (Education), Professor Pip Patterson.

Please contact Sydney eLearning (sydney.elearning@sydney.edu.au or 9351 8728) for further information on the use of and to gain access to relevant LMS sites, including to make a request for training in these systems.
### 4 ADMINISTRATION OF CASE WORKFLOWS

#### 4.1 Roles and system engagement

The following table provides an overview of key stakeholders, the functions they perform, and the way in which they engage with cases and the recordkeeping system.

<table>
<thead>
<tr>
<th>Stakeholder</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case initiators</strong></td>
</tr>
<tr>
<td><strong>UOS Coordinators</strong></td>
</tr>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td><strong>Faculty administrators</strong></td>
</tr>
<tr>
<td><strong>Educational Integrity Co-ordinators (EIC) or Nominated Academics (NA)</strong></td>
</tr>
<tr>
<td><strong>Office of Educational Integrity (OEI)</strong></td>
</tr>
<tr>
<td><strong>Registrar (via Student Affairs Unit)</strong></td>
</tr>
<tr>
<td><strong>Records Management Services</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engagement with system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive email notifications at case lodgement and resolution</td>
</tr>
<tr>
<td>Receive email notifications regarding case lodgement, progress and determination, and implements case outcomes as specified by EIC/NA</td>
</tr>
<tr>
<td>Receive email notifications regarding allegations and decisions</td>
</tr>
<tr>
<td>Administer individual cases and the faculty-level process via the workflow portal, including provision of policy and procedural advice to academic staff/decision makers</td>
</tr>
<tr>
<td>Review and determine cases via e-mail (recommended) or the workflow portal, as well as provision of policy and procedural advice to academic staff</td>
</tr>
<tr>
<td>Ensures compliance and exercises oversight of the university-wide process via workflow and TRIM, including provision of policy and procedural advice to faculty administrators, EICs/NAs and academic staff</td>
</tr>
<tr>
<td>Receives potential misconduct referrals via email notifications</td>
</tr>
<tr>
<td>Provides support and training related to the integrated referral and recordkeeping system</td>
</tr>
</tbody>
</table>
4.2 Preliminary assessments and case outcomes

Depending on the EIC/Nominated Academic’s preliminary assessment and conclusion in each case, one of the following outcomes will be formally recorded in accordance with the Academic Honesty in Coursework Policy 2015:

<table>
<thead>
<tr>
<th>Preliminary assessments</th>
<th>Available case outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No impropriety</td>
<td>No Impropriety</td>
</tr>
<tr>
<td>Additional development required</td>
<td>Development Course Completed (returns to Meeting Required if not completed)</td>
</tr>
<tr>
<td>Meeting required</td>
<td>No Impropriety, Plagiarism, Academic Dishonesty, Potential Misconduct</td>
</tr>
<tr>
<td>Potential misconduct</td>
<td>Potential Misconduct</td>
</tr>
</tbody>
</table>
5 WORKING IN THE WORKFLOW PORTAL

5.1 Important note for EICs and Nominated Academics

For ease of access, EICs and Nominated Academics are strongly encouraged to access cases and complete their steps by way of the system generated e-mails sent directly to their staff e-mail accounts. However, it is also possible to do so via the Records Online Workflow Portal. Consequently, instructions for each mode of access are provided in the individual step instructions provided in Part B of this manual. In each step, please see the instructions given at A (for e-mail) or B (for workflow).

5.2 Workflow login

Access to the Portal is available only to registered Records Online users and as set out in Section 3.5 above. Users will need to authenticate their access using their Unikey credentials.

The Records Online Workflow Portal can be accessed at the following address: https://recordsonline2.sydney.edu.au/WorkflowPortal/Content/InTray.aspx.

We recommend that faculty administrators bookmark this link. Workflow users will also receive an e-mail notification at 3:00pm each day reminding them of the workflow items currently in their team and personal in-trays (see image below). The reminder e-mail also includes a link to the workflow portal, which users can also use to access the workflow portal.

The following is a list of your current workflow activities.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Act Number</th>
<th>Workflow Name</th>
<th>Priority</th>
<th>Status</th>
<th>Date Started</th>
<th>Due Date</th>
<th>Assigner Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Advice: documentation and communications - Communication - Communication</td>
<td>1511</td>
<td>E2 D24U 0000000001 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>07/05/2018</td>
<td>07/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>5. Advice: to hold meeting - Meeting - Meeting</td>
<td>1017</td>
<td>E2 D24U 0000000001 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>11/05/2018</td>
<td>11/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>7. Advice: to close off case - Potential misconduct</td>
<td>1515</td>
<td>E2 A24U 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>15/05/2018</td>
<td>15/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>2. Advice: to amend declaration form</td>
<td>1523</td>
<td>Workflow Job: 16-235 Feasibility Assessment</td>
<td>Medium</td>
<td>In Progress</td>
<td>15/05/2018</td>
<td>15/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>1. Advice: to prepare documentation for new case</td>
<td>1516</td>
<td>E2 D24U 0000000001 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>07/05/2018</td>
<td>07/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>1. Advice: to prepare documentation for new case</td>
<td>1517</td>
<td>E2 D24U 0000000001 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>07/05/2018</td>
<td>07/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>1. Advice: to prepare documentation for new case</td>
<td>1518</td>
<td>E2 D24U 0000000001 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>07/05/2018</td>
<td>07/05/2018</td>
<td>May Roberson</td>
</tr>
<tr>
<td>1. Advice: to prepare documentation for new case</td>
<td>1519</td>
<td>E2 D24U 0000000001 0000000001 STUDENT TEST TEST 0000000001 0000000001 0000000001</td>
<td>Medium</td>
<td>In Progress</td>
<td>07/05/2018</td>
<td>07/05/2018</td>
<td>May Roberson</td>
</tr>
</tbody>
</table>
5.3 Workflow portal in-trays

Once users have logged in to the Portal, they are taken to the In Trays page.

Here, you will find the My Items and Team Items tabs, which are the two in-trays faculty administrators will be required to work with. EICs/Nominated Academics need only ever access their My Items in-tray.

Please note that for this particular process, we are not using the suspension or delegation functions so you should not have any items under your Suspended Items or Delegated Items tabs.

Please note the following features in the Team Items in-tray in the following image:

1. The Search Text box enables you to limit the items displayed for a specific SID or Unit of Study. To do so, type the value into the Search Text box and then click the Refresh button.
2. Always ensure that the Templates drop-down list is set to “… All Templates” and Teams is set to “Select a Team…” otherwise you will not be able to view all cases assigned to you or your team.
3. It is recommended that you set Limit record(s) to display 5000 items.
4. It is not recommended that you use the Auto Refresh box in the team in-tray because you will be taken out of Team Items and placed into My Items every 30 seconds.
5. Click Select All or Clear All to select or deselect all items respectively.
6. Click Select All and then Acquire Selected to transfer all cases from the team in-tray to your own.
7. In-trays can be sorted by selecting the column titles: Status, Priority, Activity Due, Activity Name, and Workflow Name. Note, clicking on any of these titles will take you to the My Items in-tray and you will need to click on Team Items to return.
8. The current step each case is at is listed in the Activity Name column. For example, new cases will be listed as "1 Admin to prepare documentation for new case”.
9. Click Acquire/Open to open a case from the Team Items in-tray for immediate action or Acquire to transfer a single item to your My Items in-tray for action at a subsequent time.
Please note the following features specific to the My Items in-tray in the following image:

1. Click Select All and then Release Selected to return all cases to the Team Items in-tray.
2. Click Release Selected after selecting one or more check boxes in the far left-hand column of the My Items in-tray to release a specified set of cases to the Team Items in-tray.
3. Click Open to action the relevant step.
4. Click Release to return individual cases to the Team Items in-tray.
5. Click the Auto Refresh box to refresh the My Items in-tray every 30 seconds.

5.4 Individual case workflow items

After you have elected to open a case, the individual workflow item page will be displayed. The first time you open a case in a new browser you will be presented with the Summary splash screen as shown below. You can either select “Hide and don’t show again” or “Hide but show again for next task” in the top left corner.
Please note the following features in the screenshot below.

1. There are two ways to view the workflow **Instructions**. Either click on the “Instructions” button to view the instructions splash screen or use the scroll bar to the right.
2. Click on the “Summary” button to view the **Summary** splash screen as shown above.
3. **Refresh**: Updates the workflow, including any documents edited in TRIM.
4. **Save**: Preserves any comments you have added to the “Additional comments related to this workflow” pane before returning to the My Items in-tray with an option to Set Percentage Complete.
5. **Close**: Deletes any unsaved Workflow Notes and returns to the My Items in-tray.
6. There is an in-built **Document Up-loader** that enables you to attach more documentation to the workflow as the case progresses. For instructions **see 5.5 below**.

The **Records within this Workflow** pane lists all documents associated with the case workflow. Please note the following in relation to the image below:

1. The first icon indicates the file **format** of each of the workflow documents, e.g. PDF: 📄.
2. Select the 📄 icon to view the document’s record **metadata** details.
3. Select the 📄 icon to open the document in the **TRIM** desktop application.
4. Select the 📄 icon to open a **read-only** version of the document.
5. Select the 📄 icon to **disassociate** a document with the workflow. Please note, though, that this only deletes the document from the workflow item. It will still be saved in the relevant case folder in TRIM.
6. Use the scroll bar to view all documents.
At the bottom of the workflow item page is the **Completion** section as shown below, please note the following:

1. **Mandatory Nomination** fields are included in most workflow steps to be completed by faculty administrators and are used to assign specific activities to EICs/Nominated Academics and e-mail notifications to UOS Coordinators.
2. Use the scroll bar on the right or select the icon in the bottom right-hand side of the workflow item page to view the notes associated with a case in the workflow portal.
3. Select the **Complete Activity** button to complete the step/task.

Approved letter templates are accessible by clicking **Record Creation, Management and Linking** and selecting **New or Ref Records** and the **Create Record** tab. Templates can be generated and subsequently modified before being sent to students from within the system. For further instructions see 5.6 below.
In the Record Creation, Management and Linking pane you will also find the Workflow Notes tab, which provides an alternative way to add case notes within and between workflow steps. To use this feature please see instructions and screenshot below:

1. Click Record Creation, Management and Linking to expand pane.
2. Select the Workflow Notes tab.
3. Add notes in the free-text box “Add some notes here”.
4. Click the **Add Note** button to save your notes.
5. Use the scroll bar on the right-hand side to view the notes associated with a case in the workflow portal.

5.5 Uploading documents to the workflow

To associate new documents with a case via the workflow portal using the Document Uploader please see instructions and screenshot below:

1. Select **Browse** and then the relevant document on your computer.
2. Name the document in the New Documents Title field (this should be the same name as the file you are uploading).
3. Select **Upload Record**.
4. Select the icon next to the draft letter and open the downloaded file.
5. Check that it is the correct document and free from errors. If you identify errors, repeat the previous steps taken when creating the letter.
5.6 Creating letters from approved templates using the document assembly tool

All letters sent to students must be saved according to the following naming convention: “FACULTY_UoSCode_SID_FullName_Action”

1. Open the specified case in the Records Online Workflow Portal and select Record Creation, Management and Linking > New or Ref Records > Create Record.
2. Select the document template from the Select from template drop-down menu.
3. You must enter the Faculty, UOS code, SID and students name in the Title field.
4. Click Create New Record with Case Data.

5. Click on Records within this Workflow to expand the pane and scroll down to locate the template document you just created.
6. Click the TRIM icon.
7. Select “Open with” then “HPE Contents Manager” (CM9) from the drop-down menu. CM9 should be selected by default and click “OK”.

8. The document will open in CM9. To edit you must right click on the document and click “Edit”.

9. The letter will open in MS Word. Open your faculty’s contact information and signature template and copy the contact information and signature. Paste the contact information at the top and signature at the bottom of your letter.
10. Copy the selected outcome from the template “Allegations, Outcomes and Special Instructions” document.

11. Paste the selected outcome into the document, ensuring you enter any case specific information into the template text (e.g., maximum mark or mark penalty) and delete any highlighted text.

**NOTE:** If you are called away for any reason then ensure you save the document and close it before attending to another task. Do not leave the document open on your computer.

12. Review letter for clarity and errors (see example letter below), save the document, and then select close.

**NOTE:** You must save the document and close it to ensure that it is checked back into TRIM and updated on the workflow. To confirm that the document has been checked in make sure the “Checked Out?” field in the details pane is set to “Checked In” as shown below.

13. Return to the Portal after the document has been saved and closed. Refresh the page or select Refresh in the top left-hand corner of the screen to update the document. The letter is now ready to send via the online portal.
**Note:** If you leave Word open after closing the document in step 12 you will sometimes be prompted with the following dialogue box. Simply click “Confirm All” to check the document back into TRIM.
Example letter:

Professor Mary Smith
Educational Integrity Coordinator
Faculty of Arts and Social Sciences
E: fass.academichonesty@sydney.edu.au
T: +61 2 935 14531

29 November 2017

Dear John Smith
SID: 123456789

I refer to our recent meeting regarding an allegation of plagiarism or academic dishonesty related to work you submitted for assessment in the unit of study ARBC4013.

Having considered the available evidence, I have determined that you have engaged in academic dishonesty as defined in Part 3 of the Academic Honesty in Coursework Policy 2015.

A penalty equal to 0% of the total available marks will be applied to your final mark for this unit of study. The case will then be closed with a formal finding of academic dishonesty recorded on your student file.

Please note that I have informed your Unit of Study Coordinator and/or the original examiner of the outcome of this case.

The above notwithstanding, I remind you here of the importance the University places on academic honesty, and encourage you to seek out additional development opportunities beyond those indicated above in this regard.

For further information about and resources on academic honesty, please visit the academic integrity pages of the University’s Current Students website.

Appealing this decision
If you genuinely believe that due academic process has not been followed in making this decision, you may submit an appeal to the Faculty in accordance with section 3.2 of the University of Sydney (Student Appeals Against Academic Decisions) Rule 2006.

For information on the appeals process specific to your faculty, please see the information provided on the faculty appeals page of the Current Students website.

If you require assistance in preparing an appeal, please contact the Student’s Representative Council or Sydney University Postgraduate Representative Association, depending on which is appropriate to your circumstances.

Please ensure that you continue to attend classes and submit assessments as normal. You may also wish to seek personal support from the University’s Counselling and Psychological Services (CAPS).

Sincerely,

Professor Mary Smith
EIC/NA signature and name
1 Admin to Prepare Documentation for a New Case

2a Preliminary Assessment (EIC/NA)

2A Admin to Close Off Case - No Impropriety

2B Admin to Prepare Case Documentation - Further Development Required

2B Admin - Further Development and Resubmission Verification

3Be Preliminary Assessment (EIC/NA)

3 Admin to Hold Awaiting Meeting

3e Case Decision (EIC/NA)

4B Admin to Close off Case - Development Workshop Completed

4C Admin to Arrage Interview

4A Admin Documentation and Communication - No Impropriety

4D Admin Documentation and Communication - Academic Dishonesty

4E Admin Documentation and Communication - Plagiarism

4F Admin Documentation and Communication - Potential Misconduct

6B Further Development and Resubmission - Admin to Verify and Close off the Case

6D Academic Dishonesty - Admin to Verify and Close off the Case

6E Plagiarism - Admin to Verify and Close off the Case

7F Admin to Close off Case - Potential Misconduct

Correspondence sent to student and UOS Coordinator
7 STEP INSTRUCTIONS FOR ADMINISTRATORS

7.1 1 Admin to prepare documentation for a new case

A new case of alleged academic dishonesty or plagiarism has been referred for the consideration of the faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics.

The educational integrity administrator (Admin) is now required to prepare the case for review. This involves verifying the information provided by the case initiator, ensuring all relevant documentation is attached to the workflow, and nominating the correct unit of study coordinator and the academic decision-maker to whom the case should be sent for preliminary assessment.

1. View the documents lodged with the case
   - Select “Open All Documents” to view case documentation.
   - Ensure name and SID given in the document title correspond with details contained within the document.
   - Additional supporting documentation may need to be requested from the case initiator or Unit of Study Coordinator.

Relevant documentation in cases related to formal examinations may include, but is not limited to:
   - Examination instructions (cover sheet only)
   - Examination incident report
   - Any other supporting documentation (e.g., copies of prohibited materials, etc.)

2. Upload new documents/files to the workflow using the document uploader

3. Nominate the unit of study coordinator and EIC/Nominated Academic
   - UOS Coordinator should already be listed. Please check that this is the correct coordinator for the relevant session. If not, begin manually entering their name and then select their name from the drop down menu that appears below this field.
   - The academic decision-maker must be either the Faculty’s EIC or another of its Nominated Academics. If you are not sure who to forward this case to, please contact your EIC for further direction.
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to nominate either or both persons.

4. Select “complete” to forward the case for preliminary assessment

N.B. If you are waiting for additional documentation or information:
   - You can add case notes in the “Comments to apply to this workflow” pane to record the actions you have already taken. These comments are generally not visible to students, but please be aware that they are subject to the GIPA Act and could be made available to the student upon request.
Once you have added comments, select the “Save and Exit Without Completion” button so that you can return to the case again at a subsequent time.

7.2 2A Admin to close off case – no impropriety

The faculty’s EIC/Nominated Academic has decided that the student involved in this case has engaged in no impropriety.

The educational integrity administrator is now required to close this case out. The steps for doing so are as follows:

1. Nominate the UOS coordinator in the mandatory nomination field
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

2. Select “complete” to close the case

7.3 2B Admin to prepare case documentation – further development required

The faculty’s EIC/Nominated Academic has decided that the student involved in this case is required to attend a further development course and submit a corrected or alternative version of the work.

The educational integrity administrator is now required to draft a letter to the student:

1. Open the EIC/Nominated Academic’s preliminary assessment
   - The response can be found in either “Workflow Notes” or a document titled “response from name.surname@sydney.edu.au at ‘dd/mm/yyyy hh:mm:ss’”.

2. Draft the letter to the student (see 5.6 above)
   - Do this by creating the letter from the “Development Workshop Required” template stored under “Create and Reference Records”.
   - Please note that the letter must be approved by your EIC or NA offline before it sent to the student.

3. Nominate or validate the UOS coordinator in the mandatory nomination field
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

4. Review the letter once it has been saved to the workflow
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

5. Mark the letter and any relevant supporting documents for sending to the student
   - To do so, select the relevant “Send” checkbox for the documents to be sent.
6. Complete the to do check list below and select “complete” to send the letter
   - To do checklist:
     - I have received approval to send the letter from the relevant EIC/NA
     - I have marked the approved letter for sending
     - I have deselected documents previously sent to the student
   - Select “Complete” button to complete and close the activity.

7.4 2B Admin – further development and resubmission verification

The faculty’s EIC/Nominated Academic instructed the student to complete an additional development course and submit a corrected or alternative piece of work.

The educational integrity administrator is now required to verify that they have done so. The steps for doing so are as follows:

1. **Verify that the student has completed the additional development course**
   - For the time being, please contact the Office of Educational Integrity for this information.

2. **Verify that the student has resubmitted the corrected/alternative piece of work**
   - Each faculty will have its own procedure for receiving student resubmissions, which could be via e-mail or a dedicated Turnitin drop box on a Faculty-based educational integrity LMS/Blackboard site.
   - Note that all text-based written assignments must be submitted to Turnitin.

3. **Upload the submitted file and Turnitin report to the workflow** (see 5.5 above)

4. **Nominate the EIC/Nominated Academic in the mandatory nomination field**
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

5. **Save work in progress or select “complete” to forward case for reassessment**
   - Depending on verifications made at steps 1 and 2 above, select either “has completed all requirements” or “has not satisfactorily complied with the requirements” under Outcomes below.
   - Select “Complete” to forward the case to the EIC/Nominated Academic.

N.B. If you are waiting for additional documentation or information:
   - You can add case notes in the “Comments to apply to this workflow” pane to record the actions you have already taken. These comments are generally not visible to students, but please be aware that they are subject to the GIPA Act and could be made available to the student upon request.
   - Once you have added comments, select the “Save and Exit Without Completion” button so that you can return to the case again at a subsequent time.
7.5 2C Admin to arrange interview

Your faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has decided that the student involved in this case is required to attend a meeting in order to discuss an allegation of plagiarism or academic dishonesty.

The educational integrity administrator is now required to draft a letter to the student:

1. **Open the EIC/Nominated Academic’s preliminary assessment**
   - The response can be found below in either “Workflow Notes” or a document titled “response from 'name.surname@sydney.edu.au' at 'dd/mm/yyyy hh:mm:ss'”.

2. **Draft the letter to the student** *(see 5.6 above)*
   - Do this by creating the letter from the “Meeting Required” template stored under “Create and Reference Records”.

3. **Nominate or validate the UOS coordinator**
   - Please contact Records Management Services *(records.online@sydney.edu.au)* if you are not able to do so.

4. **Review the letter once it has been saved to the workflow**
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

5. **Mark the letter and any relevant supporting documents for sending to the student**
   - To do so, select the relevant “Send” checkbox for the documents to be sent.

6. **Complete the to do check list below and select “complete” to send the letter**
   - To do checklist:
     - I have received approval to send the letter from the relevant EIC/NA
     - I have marked the approved letter for sending
     - I have deselected documents previously sent to the student
7.6 2E Admin to close the case – potential other misconduct

Your faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has decided that the reported conduct does not fall within the scope of the Academic Honesty in Coursework Policy 2015 and so has forwarded the case to the Registrar for preliminary assessment under the *University of Sydney (Student Discipline) Rule 2016*.

1. Please take note of this outcome and then select “complete” to close the case.

7.7 3 Admin to hold awaiting meeting

The faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has requested a meeting with the student to discuss an allegation of academic dishonesty or plagiarism.

Once the meeting has occurred (or not), the educational integrity administrator is required to forward the case to the EIC or Nominated Academic so that they may take their decision. The steps for doing so are as follows:

1. **Add the meeting notes to the workflow**
   - You can enter the meeting notes directly into the “Comments to apply to this workflow” pane below or by uploading a new document to the workflow using the document uploader.

2. **Nominate the EIC/Nominated Academic in the mandatory nomination field**
   - Please contact Records Management Services ([records.online@sydney.edu.au](mailto:records.online@sydney.edu.au)) if you are not able to do so.

3. **Save work in progress or forward case for determination**
   - Select “Save and Exit without Completion” to save comments/work in progress if you are waiting on additional documentation or information.
   - If not, select “Complete” to forward the case for determination.
7.8 3C Admin to arrange interview

Your faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has determined that the student involved in this case has not satisfactorily undertaken the corrective actions specified in their preliminary assessment and so is now required to attend a meeting to discuss a formal allegation of academic dishonesty or plagiarism.

The educational integrity administrator is now required to draft a letter to the student:

1. Open the EIC/Nominated Academic’s preliminary assessment
   − The response can be found below in either “Workflow Notes” or a document titled “response from ‘name.surname@sydney.edu.au’ at ‘dd/mm/yyyy hh:mm:ss’”.

2. Draft the letter to the student (see 5.6 above)
   − Do this by creating the letter from the “Meeting Required” template stored under “Create and Reference Records”.
   − Please note that the letter must be approved by your EIC or NA offline before it sent to the student.

3. Nominate or validate the UOS coordinator in the mandatory nomination field
   − Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

4. Review the letter once it has been saved to the workflow
   − Select the magnifying glass icon next to the draft letter.
   − If there are errors, repeat steps taken at 2 above.

5. Mark the letter and any relevant supporting documents for sending to the student
   − To do so, select the relevant “Send” checkbox for the documents to be sent.

6. Complete the to do check list below and select “complete” to send the letter
   − To do checklist:
     ▪ I have received approval to send the letter from the relevant EIC/NA
     ▪ I have marked the approved letter for sending
     ▪ I have deselected documents previously sent to the student
   − Select “Complete” button to complete and close the activity.
7.9 4A Admin documentation and communication – no impropriety

The faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has now met with the student involved in this case and has determined that the student has engaged in no impropriety.

The educational integrity administrator is now required to draft a letter to the student:

1. **Open the EIC/Nominated Academic’s decision**
   - The response can be found in either “Workflow Notes” or a document titled “response from 'name.surname@sydney.edu.au' at 'dd/mm/yyyy hh:mm:ss'”.

2. **Draft the letter to the student (see 5.6 above)**
   - Do this by creating the letter from the “No Impropriety Found” template stored under “Create and Reference Records”.

3. **Nominate or validate the UOS coordinator in the mandatory nomination field**
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

4. **Review the letter once it has been saved to the workflow**
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

5. **Mark the letter and any relevant supporting documentation for sending to the student**
   - To do so, select the relevant “Send” checkbox for the documents to be sent.
   - Ensure that documents previously sent to the student have been deselected.

6. **Complete the to do check list below and select “complete” to send the letter**
   - To do checklist:
     - I have received approval to send the letter from the relevant EIC/NA
     - I have marked the approved letter for sending
     - I have deselected documents previously sent to the student
   - Select “Complete” button to complete and close the activity.
7.10 4B Admin to close off case – development workshop completed

The faculty’s EIC/Nominated Academic has determined that the student involved in this case has satisfactorily undertaken the corrective actions specified in their preliminary assessment and so the matter has been resolved.

The educational integrity administrator is now required to draft a letter to the student. The steps for doing so are as follows:

1. **Open the EIC/Nominated Academic’s preliminary assessment**
   - The response can be found in either “Workflow Notes” or a document titled “response from 'name.surname@sydney.edu.au' at 'dd/mm/yyyy hh:mm:ss'”.

2. **Draft the letter to the student** *(see 5.6 above)*
   - Do this by creating the letter from the “Development Workshop Completed” template stored under “Create and Reference Records”.
   - Please note that the letter must be approved by your EIC or NA offline before it sent to the student.

3. **Nominate or validate the UOS coordinator in the mandatory nomination field**
   - Please contact Records Management Services *(records.online@sydney.edu.au)* if you are not able to do so.

4. **Provide information for the UOS coordinator’s reference if necessary**
   - This information should have been provided in the EIC/Nominated Academic’s response.
   - It must be added via the “Special Instructions” pane and should be as concise and direct as possible (tip: use bullets or numbering).

5. **Review the letter once it has been saved to the workflow**
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

6. **Mark the letter and any relevant supporting documents for sending to the student**
   - To do so, select the relevant “Send” checkbox for the documents to be sent.
   - Ensure that documents previously sent to the student have been deselected.

7. **Complete the to do check list below and select “complete” to send the letter**
   - To do checklist:
     - I have received approval to send the letter from the relevant EIC/NA
     - I have marked the approved letter for sending
     - I have deselected documents previously sent to the student
   - Select “Complete” button to complete and close the activity.
7.11 4D Admin documentation and communication – academic dishonesty

The faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has now met with the student involved in this case and has determined that the student has engaged in a form of academic dishonesty.

The educational integrity administrator is now required to draft a letter to the student:

1. Open the EIC/Nominated Academic’s decision
   - The response can be found below in either “Workflow Notes” or a document titled “response from 'name.surname@sydney.edu.au' at 'dd/mm/yyyy hh:mm:ss'”.

2. Draft the letter to the student (see 5.6 above)
   - Do this by creating the letter from the “Academic Dishonesty Found” template stored under “Create and Reference Records”.

3. Nominate or validate the UOS coordinator
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

4. Add special instructions for the UOS coordinator’s reference
   - This information should have been provided in the EIC/Nominated Academic’s response.
   - It must be added via the “Special Instructions” pane below and should be as concise and direct as possible (tip: use bullets or numbering).

5. Review the letter once it has been saved to the workflow
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

6. Mark the letter and any relevant supporting documents for sending to the student
   - To do so, select the relevant “Send” checkbox for the documents to be sent.

7. Complete the to do check list below and select “complete” to send the letter
   - To do checklist:
     ▪ I have received approval to send the letter from the relevant EIC/NA
     ▪ I have marked the approved letter for sending
     ▪ I have deselected documents previously sent to the student
   - Select “Complete” button to complete and close the activity.
7.12 4E Admin documentation and communication – plagiarism

The faculty’s EIC/Nominated Academic has now met with the student involved in this case and has determined that the student has engaged in plagiarism likely to have been caused by the student’s failure to fully understand referencing requirements rather than dishonesty.

The educational integrity administrator is now required to draft a letter to the student:

1. **Open the EIC/Nominated Academic’s decision**
   - The response can be found in either “Workflow Notes” or a document titled “response from 'name.surname@sydney.edu.au' at 'dd/mm/yyyy hh:mm:ss'”.

2. **Draft the letter to the student (see 5.6 above)**
   - Do this by creating the letter from the “Plagiarism Found” template stored under “Create and Reference Records”.
   - Please note that the letter must be approved by your EIC or NA offline before it sent to the student.

3. **Nominate or validate the UOS coordinator in the mandatory nomination field**
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

4. **Provide information for the UOS coordinator’s reference if necessary**
   - This information should have been provided in the EIC/Nominated Academic’s response.
   - It must be added via the “Special Instructions” pane and should be as concise and direct as possible (tip: use bullets or numbering).

5. **Review the letter once it has been saved to the workflow**
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

6. **Mark the letter and any relevant supporting documents for sending to the student**
   - To do so, select the relevant “Send” checkbox for the documents to be sent.
   - Ensure that documents previously sent to the student have been deselected.

7. **Complete the to do check list below and select “complete” to send the letter**
   - To do checklist:
     - I have received approval to send the letter from the relevant EIC/NA
     - I have marked the approved letter for sending
     - I have deselected documents previously sent to the student
   - Select “Complete” button to complete and close the activity.
7.13 4F Admin documentation and communication – potential misconduct

The faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has formed the view, either on preliminary assessment of the matter or after meeting with the student, that the student’s conduct is such that it may potentially constitute serious academic misconduct and so should be be dealt with by the Registrar under the University of Sydney (Student Discipline) Rule 2016.

The educational integrity administrator is now required to draft TWO letters:
- A decision letter to be sent to the student; and
- A letter of referral to be sent to the Registrar.

The steps for doing so are as follows:

1. **Open the EIC/Nominated Academic’s decision**
   - The response can be found below in either “Workflow Notes” or a document titled “response from 'name.surname@sydney.edu.au' at 'dd/mm/yyyy hh:mm:ss'”.

2. **Draft the letter to the student** *(see 5.6 above)*
   - Do this by creating the letter from the “Potential Misconduct” template stored under “Create and Reference Records”.

3. **Draft the letter of referral to the registrar** *(see 5.6 above)*
   - Do this by creating the letter from the “Letter of Referral” template stored under “Create and Reference Records”.

4. **Nominate the UOS coordinator**
   - If you are not able to do so, please contact Records Management Services (records.online@sydney.edu.au).

5. **Review the letters once they have been saved to the workflow**
   - Select the magnifying glass icon next to the draft letter.
   - If there are errors, repeat steps taken at 2 above.

6. **Mark the “potential misconduct” letter and any relevant supporting documents for sending to the student**
   - To do so, select the relevant “Send” checkbox for the documents to be sent.

**IMPORTANT: DO NOT MARK THE LETTER OF REFERRAL FOR SENDING.**

7. **Complete the to do check list below and select “complete” to send the letter**
   - To do checklist:
     - I have received approval to send the letter from the relevant EIC/NA
     - I have marked the approved letter for sending
     - I have deselected documents previously sent to the student
   - Select “Complete” button to complete and close the activity.
7.14 6A No impropriety – admin to close off case

Your faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has decided that the student involved in this case has engaged in no impropriety.

You are now required to close this case out. The steps for doing so are as follows:

1. **Nominate the UOS coordinator in the mandatory nomination field**
   - Please contact Records Management Services (records.online@sydney.edu.au) if you are not able to do so.

2. **Select “complete” to close the case**

7.15 6B Further development and resubmission – admin to verify and close off the case

Your faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics determined that the student involved in this case had engaged in plagiarism likely to have been caused by the student’s failure to fully understand referencing requirements rather than dishonesty.

You are now required to verify that the outcome specified by the EIC/Nominated Academic has been appropriately actioned, either by the student, the unit of study coordinator, or both. Once this has been verified, you are then required to close out the case. The steps for doing so are set out below.

PLEASE NOTE THAT ALL E-MAIL CORRESPONDENCE AND DOCUMENTATION RELATED TO THIS STEP MUST BE SAVED TO THE WORKFLOW BEFORE THE CASE IS CLOSED OUT.

1. **Verify that any penalties have been actioned appropriately**
   - You can do this by checking your faculty’s results processing system, the GradeCentre in the relevant LMS/Blackboard site, or by directly contacting the Unit of Study Coordinator by e-mail.

2. **Complete the to do check list and close the case**
   - Select the checkboxes for the To Do items.
   - Select “Complete” to close the case.
7.16 6D Academic dishonesty – admin to verify and close off the case

The faculty’s EIC/Nominated Academic determined that the student involved in this case had engaged in a form of academic dishonesty.

The educational integrity administrator is now required to verify that the outcome specified by the EIC/Nominated Academic has been appropriately actioned, either by the student, the unit of study coordinator, or both. Once this has been verified, the educational integrity administrator is then required to close out the case. The steps for doing so are set out below.

PLEASE NOTE THAT ALL E-MAIL CORRESPONDENCE AND DOCUMENTATION RELATED TO THIS STEP MUST BE SAVED TO THE WORKFLOW BEFORE THE CASE IS CLOSED OUT.

1. Verify that the student has, if permitted, submitted the corrected/alternative piece of work
   - Each faculty will have its own procedure for receiving student resubmissions, which could be via e-mail or a dedicated Turnitin drop box on a Faculty-based educational integrity LMS/Blackboard site. Note that all text-based written assignments must be submitted to Turnitin.

   A) Upload file submitted by student and related Turnitin report to the workflow
      - Select "Choose File" (or "Browse") and then the relevant document on your computer.
      - Name the document in the "New Document Title" field (incl. the student’s SID and name).
      - Select "Upload Document".

   B) Forward the student’s work to the EIC/Nominated Academic for review
      - This must be done via E-MAIL. The EIC/Nominated Academic will also send their response by e-mail.
      - If the new/revised work is compliant, the file submitted by the student and the related Turnitin report must then be e-mailed to the Unit of Study Coordinator for marking in accordance with the EIC/Nominated Academic’s determination.
      - If the new/revised work is NOT compliant, the EIC/Nominated Academic will make a revised decision, after which you will be required to draft a revised decision letter to be sent to the student.

   C) If required, draft a revised decision letter to the student (see 5.6 above)
      - Do this by creating the letter from the “Revised Decision – Did Not Comply” template stored under “Create and Reference Records”.

   D) Forward the revised decision letter to the EIC/Nominated Academic for review
      - This must be done via E-MAIL. The EIC/Nominated Academic will also send their response/approval by e-mail.
      - Any editing required will occur outside of the workflow.

   E) Send revised decision letter to the student and inform unit of study coordinator of the revised outcome
      - This must be done via E-MAIL.
2. **Verify that any specified penalties have been applied correctly**
   - You can do this by checking your faculty’s results processing system, the GradeCentre in the relevant LMS/Blackboard site, or by directly contacting the Unit of Study Coordinator by e-mail.

3. **Complete the to do check list below and select “complete” to close the case**

### 7.17 6E Plagiarism – admin to verify and close off the case

The faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics determined that the student involved in this case had engaged in plagiarism likely to have been caused by the student’s failure to fully understand referencing requirements rather than dishonesty.

The educational integrity administrator is now required to verify that the outcome specified by the EIC/Nominated Academic has been appropriately actioned, either by the student, the unit of study coordinator, or both. Once this has been verified, the educational integrity administrator is then required to close out the case. The steps for doing so are set out below.

**PLEASE NOTE THAT ALL E-MAIL CORRESPONDENCE AND DOCUMENTATION RELATED TO THIS STEP MUST BE SAVED TO THE WORKFLOW BEFORE THE CASE IS CLOSED OUT.**

1. **Verify that the student has completed the additional development course**
   - For the time being, please contact the Office of Educational Integrity for this information.
   - You will need to include this information in your e-mail to the EIC/Nominated Academic at step 2(b).

2. **Verify that the student has, if permitted, submitted the corrected/alternative piece of work**
   - Each faculty will have its own procedure for receiving student resubmissions, which could be via e-mail or a dedicated Turnitin drop box on a Faculty-based educational integrity LMS/Blackboard site. Note that all text-based written assignments must be submitted to Turnitin.

   **A) Upload file submitted by student and related Turnitin report to the workflow**
   - Select "Choose File" (or "Browse") and then the relevant document on your computer.
   - Name the document in the "New Document Title" field (incl. the student’s SID and name).
   - Select "Upload Document".

   **B) Forward the student’s work to the EIC/Nominated Academic for review**
   - This must be done via E-MAIL. The EIC/Nominated Academic will also send their response by e-mail.
   - If the new/revised work is compliant, the file submitted by the student and the related Turnitin report must then be e-mailed to the Unit of Study Coordinator for marking in accordance with the EIC/Nominated Academic’s determination.
   - If the new/revised work is NOT compliant, the EIC/Nominated Academic will make a revised decision, after which you will be required to draft a revised decision letter to be sent to the student.
C) If required, draft a revised decision letter to the student
   - Do this by creating the letter from the “Revised Decision – Did Not Comply” template stored under “Create and Reference Records”.

D) Forward the revised decision letter to the EIC/Nominated Academic for review
   - This must be done via E-MAIL. The EIC/Nominated Academic will also send their response/approval by e-mail.
   - Any editing required will occur outside of the workflow.

E) Send revised decision letter to the student and inform unit of study coordinator of the revised outcome
   - This must be done via E-MAIL.

3. Verify that any penalties have been actioned appropriately
   - You can do this by checking your faculty’s results processing system, the GradeCentre in the relevant LMS/Blackboard site, or by directly contacting the Unit of Study Coordinator by e-mail.

4. Complete the to do check list below and select “complete” to close the case

7.18 7F Admin to close off case – potential misconduct

The faculty’s EIC/Nominated Academic formed the view the conduct of the student involved in this case was such that it potentially constituted serious academic misconduct and so should be to be dealt with by the Registrar under the University of Sydney (Student Discipline) Rule 2016.

The educational integrity administrator is now have received the Registrar’s decision in this case via an e-mail from the Student Affairs Unit. Consequently, the educational integrity administrator is now required to implement any action specified by the Registrar and then close the case out. The steps for doing so are set out below.

PLEASE NOTE THAT ALL E-MAIL CORRESPONDENCE AND DOCUMENTATION RELATED TO THIS STEP MUST BE SAVED TO THE WORKFLOW BEFORE THE CASE IS CLOSED OUT.

1. Upload the e-mail containing the registrar’s decision to the workflow

2. Implement actions specified by the registrar
   - This could include applying a fail grade to the work or unit of study or processing a period of suspension on disciplinary grounds.

2. Complete the to do check list below and select “complete” to close the case
8 STEP INSTRUCTIONS FOR EIC/NA TASKS

8.1 2e Action required – EIC or NA – preliminary assessment on a new case

At this stage of the process, a new case of alleged academic dishonesty or plagiarism has been referred for review by the Faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics.

After reviewing the case documentation, the EIC/Nominated Academic is required to make their preliminary assessment of the case according to one of the following options:

1. The matter could not amount to academic dishonesty or plagiarism (no impropriety). An outcome of ‘no impropriety’ will be formally recorded and no further action is to be taken beyond the assessment of the work on its academic merit in accordance with the Academic Honesty in Coursework Policy 2015.

2. There is conduct likely to have been caused by the student’s failure to fully understand referencing requirements rather than dishonesty. Additional development and resubmission is appropriate. This preliminary assessment indicates that the matter may be resolved if the student both completes an approved further development course delivered by the Faculty or the Learning Centre and submits a corrected or alternative piece of work (within a specified timeframe and for a specified maximum mark) in accordance with the Policy. If the student complies with these conditions, the case will be closed with a result of “development workshop completed.” If they do not, they will be required to attend a meeting with you in accordance with the Policy.

3. A meeting with the student is required, as sufficient evidence exists to support an allegation of academic dishonesty or plagiarism. In accordance with the Policy, the student must be provided with a sufficiently detailed explanation of the allegation being made and the available evidence on which this is based so that they can properly prepare their response.

4. Sufficient evidence exists to support an allegation of academic misconduct to be handled by the registrar under the University of Sydney (Student Discipline) Rule 2016. This action is to be taken in accordance with the Policy. If it is taken, the student must be provided with an explanation of the reason/s for the referral in accordance with the Policy.

Completing this step
A) Preliminary assessment via e-mail
The case documentation can be accessed by clicking the links listed under “All documents associated with this workflow” included in the system-generated e-mail.

Once you have reviewed the available documentation and formed a preliminary view of the case corresponding to one of the options listed above, you should then select the relevant “action” listed alongside the specific outcome you have settled on.
Please note:
- If you select “No Impropriety”, please provide your reasons in your replying e-mail so that they may be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Additional Development and Resubmission”, please specify in your replying e-mail the specific course the student is to complete, whether they are to correct their work or complete an alternative task, the date by which they must do so, and the maximum mark available to them.
- If you select “Decision to Meet with Student”, please include in your replying e-mail your reasons for proceeding to a meeting, including your formulation of the specific allegation being made and outlining the evidence upon which this is based.
- If you select “Potential Misconduct (refer to Registrar)”, please include in your replying e-mail your reasons for proceeding with the referral, including your view of the evidence upon which this is based.

B) Preliminary assessment via the workflow portal
Select “Open All Documents” to access and review the case documentation.

Once you have reviewed the available documentation and formed a preliminary view of the case corresponding to one of the options listed above, you should then select ONE of the options listed under “Outcomes”.

Please note:
- If you select “No Impropriety”, please provide your reasons in the “Comments to apply to this workflow” pane so that they may be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Additional Development and Resubmission”, please specify in the “Comments to apply to this workflow” pane the specific course the student is to complete, whether they are to correct their work or complete an alternative task, the date by which they must do so, and the maximum mark available to them.
- If you select “Decision to Meet with Student”, please include in the “Comments to apply to this workflow” pane your reasons for proceeding to a meeting, including your formulation of the specific allegation being made and outlining the evidence upon which this is based.
- If you select “Potential Misconduct (refer to Registrar)”, please include in the “Comments to apply to this workflow” pane your reasons for proceeding with the referral, including your view of the evidence upon which this is based.

Next step
Once the preliminary assessment has been made, the case will then be returned to the faculty’s educational integrity team for further processing:
- For cases of no impropriety, a member of your faculty’s educational integrity team will add your comments to the e-mail notification to be sent to the UOS Coordinator. The case initiator will also be notified of the outcome.
- For cases where additional development/resubmission or a meeting is required, a member of your educational integrity team will then draft a letter to the student on your behalf and send it to you for review/approval.
- For cases referred to the Registrar, a letter of referral will also be drafted and forwarded to you for your review/approval. The case initiator will also be notified of the outcome.
8.2 3Be Action required – EIC or NA – preliminary assessment

At this stage of the process, a case in which a student was required to complete an additional development course and submit a corrected or alternative piece of work has been returned to the EIC/Nominated Academic for reassessment.

As such, the EIC/Nominated Academic is required to determine whether the student satisfactorily completed the development course and that the resubmitted work is compliant:

- If it is, the matter has been resolved and the resubmitted work forwarded to the Unit of Study Coordinator for marking purposes.
- If it is not, or if the student did not also attend the additional development course, they are now required to attend a meeting with you to discuss the allegation of academic dishonesty or plagiarism outlined in your previous letter to them.

Consequently, after reviewing the new case documentation, the EIC/Nominated Academic is required to make their preliminary assessment of each case according to one of the following options:

1. **The student has satisfactorily completed the specified corrective actions**
   - The resubmitted work is to be forwarded to the Unit of Study Coordinator to be marked in accordance with your preliminary assessment. The outcome of the case will then be recorded as “development course completed” in accordance with clause 16(6) of the Academic Honesty in Coursework Policy 2015.

2. **A meeting is required as the student has not satisfactorily completed the specified corrective actions**
   - In accordance with clause 16(7) of the Policy, the student is now required to attend a meeting with you and follow the process as set out in clause 18 of the Policy. The student is to be provided with a sufficiently detailed explanation of the allegation being made and the available evidence on which this based so that they can properly prepare their response.

**Completing this step**

A) **Preliminary assessment via e-mail**
   - The new case documentation will appear at the top of the links listed under “All documents associated with this workflow” included in the system-generated e-mail. If there is more than one Turnitin report, please ensure you check the Turnitin report related to the resubmitted work.

Once you have reviewed the available documentation and formed a preliminary view of the case corresponding to one of the options listed above, you should then select the relevant “action” listed alongside the specific outcome you have settled on.

Please note:

- If you select “Development Workshop Completed”, please provide in your replying e-mail any further information you wish to be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Meeting Required”, please specify in your replying e-mail any further information you wish to be communicated to the student in the letter to be sent at the subsequent step.
B) Preliminary assessment via the workflow portal

View the new case documentation by clicking the magnifying glass icon/s listed alongside the relevant document. New case documentation usually appears at the bottom of the list of documents attached to the workflow. If there is more than one Turnitin report, please ensure you check the Turnitin report related to the resubmitted work.

Once you have reviewed the available documentation and formed a second preliminary view of the case, you should then select the related option listed under “Outcomes”.

Please note:
- If you select “Development Workshop Completed”, please provide in the “Comments to apply to this workflow” pane any further information you wish to be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Meeting Required”, please specify in the “Comments to apply to this workflow” pane any further information you wish to be communicated to the student in the letter to be sent at the subsequent step.

For instructions on uploading documents to the workflow, please see 5.5 above.

Next step

In either scenario, a member of your educational integrity team will draft a letter to the student on your behalf and send it to you for review/approval.

8.3 3e Action required – EIC or NA – case decision

At this stage of the process, the student has been given the opportunity to respond to an allegation of academic dishonesty or plagiarism at a meeting with the EIC/Nominated Academic or in writing. The case has then been forwarded to EIC/Nominated Academic for final determination.

After considering the available evidence and the student’s response (if they provided one), the EIC/Nominated Academic is required to take a decision on the case according to one of the following options:

1. The student has engaged in no impropriety.
   In accordance with clause 19 of the Academic Honesty in Coursework Policy 2015, an outcome of “No Impropriety” will be formally recorded for this case and no further action should be taken beyond the assessment of the work on its academic merit.

2. The student has engaged in plagiarism you do not consider as being dishonest but rather that is due to the student’s failure to fully understand referencing requirements.
   In accordance with clause 20(2) of the Policy, the student must complete an approved further development course delivered by the Faculty or the Learning Centre. Provided they are conferred no unfair advantage, they may also be instructed to submit a corrected or alternative piece of work within a specified timeframe and for a specified maximum mark. The outcome of the case will then be formally recorded as “Plagiarism” on the student’s file.
3. The student has engaged in a form of academic dishonesty.
Clause 20(5) of the Policy lists the actions available in such cases:
- Require the student to submit a corrected or alternative piece of work within a specified timeframe and for a specified maximum;
- Require the student to undertake other remedial action (e.g., complete a specified additional development course).
- Apply a fail grade, mark penalty or a specific mark to the student's work.
- Apply a fail grade or mark penalty to the student's result for the unit of study.
In all such cases, the outcome will be formally recorded as “Academic Dishonesty” on the student's file. Please note, too, that where the student's conduct appears to be sufficiently serious, the matter should be referred to the Registrar for action under the University of Sydney (Student Discipline) Rule 2016 (see following option).

4. The student's conduct is sufficiently serious that it would, if proven, constitute academic misconduct and so is to be referred to the registrar for action under the University of Sydney (Student Discipline) Rule 2016.
This action is to be taken in accordance with clause 20(5)(e) and/or 20(7) of the Policy. If it is taken, the student must be provided with an explanation of the reason/s for the referral in accordance with clause 16(9) the Policy.

Completing this step

A) Making the decision via e-mail
Should it be necessary, the case documentation can be accessed by clicking the links listed under “All documents associated with this workflow” included in the system-generated e-mail.

Once you have formed your conclusion on this case, you should then select the relevant “action” listed alongside the specific outcome you have settled on.

Please note:
- If you select “No Impropriety”, please provide your reasons in your replying e-mail so that they may be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Plagiarism”, please specify in your replying e-mail the specific course the student is to complete and whether they are to correct their work or complete an alternative task, the date by which they must do so, and the maximum mark available to them.
- If you select “Academic Dishonesty”, please include in your replying e-mail your reasons for the decision as well as the specific actions you wish to be undertaken in order to resolve the case.
- If you select “Potential Misconduct (refer to Registrar)”, please include in your replying e-mail your reasons for proceeding with the referral, including your view of the evidence upon which this is based.
B) Making the decision via the workflow portal

If applicable, any new case documentation will appear at the top of the links listed under “All documents associated with this workflow” included in the system-generated e-mail.

Once you have formed your conclusion on this case, you should then select the relevant “action” listed alongside the specific outcome you have settled on.

Please note:
- If you select “No Impropriety”, please provide your reasons in the “Comments to apply to this workflow” pane so that they may be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Plagiarism”, please specify in the “Comments to apply to this workflow” pane the specific course the student is to complete and whether they are to correct their work or complete an alternative task, the date by which they must do so, and the maximum mark available to them.
- If you select “Academic Dishonesty”, please include in the “Comments to apply to this workflow” pane your reasons for the decision as well as the specific actions you wish to be undertaken in order to resolve the case.
- If you select “Potential Misconduct (refer to Registrar)”, please include in the “Comments to apply to this workflow” pane your reasons for proceeding with the referral, including your view of the evidence upon which this is based.

Next step
- For cases of no impropriety, a member of your faculty’s educational integrity team will send the student the standard “no impropriety” letter directly and add your comments to the e-mail notification to be sent to the UOS Coordinator. The case initiator will also be notified of the outcome.
- For cases in which plagiarism or academic dishonesty is found, a member of your educational integrity team will draft a letter to the student on your behalf and send it to you for review/approval.
- For cases to be referred to the Registrar, a letter of referral will also be drafted and forwarded to you for your review/approval. The UOS Coordinator and case initiator will also be notified of the outcome.
WORKFLOW STEPS SPECIFIC TO EXAMINATION CASES

9.1 2 Action required – EIC or NA – preliminary assessment on a new case

A new examination incident has been reported by the Examinations Office for your consideration.

After reviewing the case documentation, you are required to make your preliminary assessment of the case according to the options given below:

1. The student has engaged in no impropriety.
   The student’s work is to be marked on its academic merit without penalty. No further remedial actions may be prescribed.

2. The student is required to respond to a formal allegation of impropriety at a meeting with you.
   The student must be provided with an explanation of the alleged impropriety and the available evidence so that they may properly consider their response.

3. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as evidence exists to support an allegation of serious academic misconduct.
   The student must be provided with an explanation of the reason/s for the referral.

4. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as the reported conduct does not fall within the scope of the Academic Honesty in Coursework Policy 2015.

Completing this step
A) Preliminary assessment via e-mail
The case documentation can be accessed by clicking the links listed under “All documents associated with this workflow” included in the system-generated e-mail.

Once you have reviewed the available documentation and formed a preliminary view of the case corresponding to one of the options listed above, you should then select the relevant “action” listed alongside the specific outcome you have settled on.

Please note:
- If you select “No Impropriety”, please provide your reasons in your replying e-mail so that they may be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Decision to Meet with Student”, please include in your replying e-mail your reasons for proceeding to a meeting, including your formulation of the specific allegation being made and outlining the evidence upon which this is based.
- If you select “Potential Academic Misconduct (refer to Registrar)”, please include in your replying e-mail your reasons for proceeding with the referral, including your view of the evidence upon which this is based.
- If you select “Potential Other Misconduct (refer to Registrar)”, please include in your replying e-mail your reasons for proceeding with the referral, including your view of the evidence upon which this is based.
B) Preliminary assessment via the workflow portal

Select “Open All Documents” to access and review the case documentation.

Once you have reviewed the available documentation and formed a preliminary view of the case corresponding to one of the options listed above, you should then select ONE of the options listed under “Outcomes”.

Please note:
- If you select “No Impropriety”, please provide your reasons in the “Comments to apply to this workflow” pane so that they may be forwarded to the Unit of Study Coordinator by a member of your educational integrity team in the following administration step.
- If you select “Additional Development and Resubmission”, please specify in the “Comments to apply to this workflow” pane the specific course the student is to complete, whether they are to correct their work or complete an alternative task, the date by which they must do so, and the maximum mark available to them.
- If you select “Decision to Meet with Student”, please include in the “Comments to apply to this workflow” pane your reasons for proceeding to a meeting, including your formulation of the specific allegation being made and outlining the evidence upon which this is based.
- If you select “Potential Misconduct (refer to Registrar)”, please include in the “Comments to apply to this workflow” pane your reasons for proceeding with the referral, including your view of the evidence upon which this is based.

9.2 2E Admin to close the case – potential other misconduct

Your faculty’s Educational Integrity Coordinator (EIC) or another of its Nominated Academics has decided that the reported conduct does not fall within the scope of the Academic Honesty in Coursework Policy 2015 and so has forwarded the case to the Registrar for preliminary assessment under the University of Sydney (Student Discipline) Rule 2016.

1. Please take note of this outcome and then select “complete” to close the case
9.3 3 Action required – EIC or NA – case decision

You have been forwarded this case for final determination because the student has (or has not) responded to the allegation of examination-related misconduct, be that at a meeting with you or in writing.

After considering the available evidence and the student’s response, you are required to take a decision on the case according to the options given below:

1. **The student has engaged in No Impropriety.**
   The student’s work is to be marked on its academic merit without penalty.

2. **The student has engaged in a form of Academic Dishonesty (which includes dishonest plagiarism).**
   Where academic dishonesty has been found, you may:
   - Require the student to submit a corrected or alternative piece of work for a specified maximum;
   - Apply a fail grade, mark penalty or a specific mark to the original work;
   - Apply a fail grade or mark penalty to the student’s unit of study result;
   - In conjunction with one of the above, require the student to undertake other remedial action (e.g., complete an approved development course).

3. **The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as evidence exists to support an allegation of serious academic misconduct.**
   The student must be provided with an explanation of the reason/s for the referral.

**To complete this step:**
- Select the relevant outcome below.
- Add your comments to the “Comments to apply to this workflow” pane.
- Select “Complete” to forward your decision to your faculty’s educational integrity team.
## CASE AND WORKFLOW SCENARIOS

### 9.4 Preliminary assessment – No impropriety

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement sent to Case Initiator</td>
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</tr>
<tr>
<td><strong>1</strong> Admin to prepare documentation for new case</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>1</strong> FYI No Action Required - UOS Coordinator – A new educational integrity case has been referred</td>
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</tr>
<tr>
<td><strong>2e</strong> Action Required - EIC or NA - Preliminary assessment on a new case</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>2A</strong> Admin to close off case - No Impropriety</td>
<td>1 day</td>
</tr>
<tr>
<td><strong>3A</strong> Action Required - UOS Coordinator - No impropriety</td>
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<tr>
<td><strong>4A</strong> FYI – Case initiator - Outcome of an educational integrity case you have referred</td>
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Total days (maximum) 7 days

### 9.5 Preliminary assessment – Potential misconduct

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<thead>
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<th>Step</th>
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<tbody>
<tr>
<td>Acknowledge to Case Initiator</td>
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</tr>
<tr>
<td><strong>1</strong> Admin to prepare documentation for new case</td>
<td>3 days</td>
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<tr>
<td><strong>1</strong> FYI No Action Required - UOS Coordinator – A new educational integrity case has been referred</td>
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<tr>
<td><strong>2e</strong> Action Required - EIC or NA - Preliminary assessment on a new case</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>4F</strong> Admin documentation and communication - Potential misconduct</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>4fs</strong> Notification to student – Referral to Registrar</td>
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</tr>
<tr>
<td><strong>4Fe</strong> FYI No Action Required - UOS Coordinator - Potential misconduct</td>
<td></td>
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<tr>
<td><strong>5Fe</strong> Notification to Registrar - Potential misconduct</td>
<td></td>
</tr>
<tr>
<td><strong>6Fe</strong> FYI – Case initiator - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td><strong>7F</strong> Admin to close off case - Potential misconduct</td>
<td>30 days</td>
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Total days (maximum) 38 days
### 9.6 Further development and resubmission – Development workshop completed

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<tr>
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<tr>
<td>1e FYI No Action Required - <strong>UOS Coordinator</strong> - A new educational integrity case has been referred</td>
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<tr>
<td>2e Action Required - EIC or NA - Preliminary assessment on a new case</td>
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<tr>
<td>2B Admin to prepare case documentation - Further development required</td>
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<tr>
<td>2Bs Notification to <strong>student</strong> - Additional Development and Resubmission</td>
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<td>2Be FYI No Action Required - <strong>UOS Coordinator</strong> - Further Development and Resubmission</td>
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<td>2B Admin - Further Development and Resubmission verification</td>
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<td>4B Admin to close off case - Development workshop completed</td>
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<td>5Bs Notification to <strong>student</strong> – Development workshop completed</td>
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**Total days (maximum)**: 27 days
9.7 Further development and resubmission – Meeting required – No impropriety

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<tr>
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<td>2e Action Required - EIC or NA - Preliminary assessment on a new case</td>
<td>3 days</td>
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<tr>
<td>2B Admin to prepare case documentation - Further development required</td>
<td>2 days</td>
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<td>2bs Notification to student - Additional Development and Resubmission</td>
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<td>2B Admin - Further Development and Resubmission verification</td>
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<td>3C Admin to arrange interview</td>
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<tr>
<td>3C FYI No Action Required - UOS Coordinator - Meeting required after reassessment of case</td>
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<td>3cs Notification to student – Interview required</td>
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<td>3 Admin to hold awaiting meeting</td>
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<td>3e Action Required - EIC or NA - Case decision</td>
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<td>4A Admin documentation and communication - No impropriety</td>
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Total days (maximum) 45 days
## 9.8 Further development and resubmission – Meeting required – Plagiarism

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<tr>
<td>1. Admin to prepare documentation for new case</td>
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<td>2B Admin to prepare case documentation - Further development required</td>
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<td>3C Admin to arrange interview</td>
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<td>3C FYI No Action Required - <strong>UOS Coordinator</strong> - Meeting required after re-assessment of case</td>
<td></td>
</tr>
<tr>
<td>3cs Notification to <strong>student</strong> – Interview required</td>
<td></td>
</tr>
<tr>
<td>3 Admin to hold awaiting meeting</td>
<td>14 days</td>
</tr>
<tr>
<td>3e Action Required - EIC or NA - Case decision</td>
<td>2 days</td>
</tr>
<tr>
<td>4E Admin documentation and communication – <strong>Plagiarism</strong></td>
<td>2 days</td>
</tr>
<tr>
<td>4es Notification to <strong>student</strong> - Outcome of investigation – <strong>Plagiarism</strong></td>
<td></td>
</tr>
<tr>
<td>4Ee Action Required - <strong>UOS Coordinator</strong> – <strong>Plagiarism</strong> outcome</td>
<td></td>
</tr>
<tr>
<td>5Ee FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td>6E Admin to close off case - <strong>Plagiarism</strong></td>
<td>21 days</td>
</tr>
<tr>
<td><strong>Total days (maximum)</strong></td>
<td><strong>66 days</strong></td>
</tr>
</tbody>
</table>
9.9 Further development and resubmission –
Meeting required – Academic dishonesty

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge to Case Initiator</td>
<td></td>
</tr>
<tr>
<td>1 Admin to prepare documentation for new case</td>
<td>3 days</td>
</tr>
<tr>
<td>1e FYI No Action Required - UOS Coordinator - A new educational integrity case has been referred</td>
<td></td>
</tr>
<tr>
<td>2e Action Required - EIC or NA - Preliminary assessment on a new case</td>
<td>3 days</td>
</tr>
<tr>
<td>2B Admin to prepare case documentation - Further development required</td>
<td>2 days</td>
</tr>
<tr>
<td>2Bs Notification to student - Additional Development and Resubmission</td>
<td></td>
</tr>
<tr>
<td>2Be FYI No Action Required - UOS Coordinator - Further Development and Resubmission</td>
<td></td>
</tr>
<tr>
<td>2B Admin - Further Development and Resubmission verification</td>
<td>14 days</td>
</tr>
<tr>
<td>3Be Action Required - EIC or NA - Preliminary assessment</td>
<td>3 days</td>
</tr>
<tr>
<td>3C Admin to arrange interview</td>
<td>2 days</td>
</tr>
<tr>
<td>3C FYI No Action Required - UOS Coordinator - Meeting required after reassessment of case</td>
<td></td>
</tr>
<tr>
<td>3Cs Notification to student – Interview required</td>
<td></td>
</tr>
<tr>
<td>3 Admin to hold awaiting meeting</td>
<td>14 days</td>
</tr>
<tr>
<td>3e Action Required - EIC or NA - Case decision</td>
<td>2 days</td>
</tr>
<tr>
<td>4D Admin documentation and communication - Academic dishonesty</td>
<td>2 days</td>
</tr>
<tr>
<td>4Ds Notification to student - Outcome of investigation – Academic Dishonesty</td>
<td></td>
</tr>
<tr>
<td>4De Action Required - UOS Coordinator - Academic dishonesty</td>
<td></td>
</tr>
<tr>
<td>5De FYI – Case initiator - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td>6D Academic dishonesty - Admin to verify and close off the case</td>
<td>21 days</td>
</tr>
</tbody>
</table>

Total days (maximum) 66 days
### 9.10 Further development and resubmission – Meeting required – Potential misconduct

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Complete within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge to <strong>Case Initiator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Admin to prepare documentation for new case</td>
<td>3 days</td>
</tr>
<tr>
<td>1e</td>
<td>FYI No Action Required - <strong>UOS Coordinator</strong> - A new educational integrity case has been referred</td>
<td></td>
</tr>
<tr>
<td>2e</td>
<td>Action Required - <strong>EIC or NA</strong> - Preliminary assessment on a new case</td>
<td>3 days</td>
</tr>
<tr>
<td>2B</td>
<td>Admin to prepare case documentation - Further development required</td>
<td>2 days</td>
</tr>
<tr>
<td>2Bs</td>
<td>Notification to <strong>student</strong> - Additional Development and Resubmission</td>
<td></td>
</tr>
<tr>
<td>2Be</td>
<td>FYI No Action Required - <strong>UOS Coordinator</strong> - Further Development and Resubmission</td>
<td></td>
</tr>
<tr>
<td>2B</td>
<td>Admin - Further Development and Resubmission verification</td>
<td>14 days</td>
</tr>
<tr>
<td>3Be</td>
<td>Action Required - <strong>EIC or NA</strong> - Preliminary assessment</td>
<td>3 days</td>
</tr>
<tr>
<td>3C</td>
<td>Admin to arrange interview</td>
<td>2 days</td>
</tr>
<tr>
<td>3C</td>
<td>FYI No Action Required - <strong>UOS Coordinator</strong> - Meeting required after re-assessment of case</td>
<td></td>
</tr>
<tr>
<td>3cs</td>
<td>Notification to <strong>student</strong> – Interview required</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Admin to hold awaiting meeting</td>
<td>14 days</td>
</tr>
<tr>
<td>3e</td>
<td>Action Required - <strong>EIC or NA</strong> - Case decision</td>
<td>2 days</td>
</tr>
<tr>
<td>4F</td>
<td>Admin documentation and communication - Potential misconduct</td>
<td>2 days</td>
</tr>
<tr>
<td>4fs</td>
<td>Notification to <strong>student</strong> – Referral to Registrar</td>
<td></td>
</tr>
<tr>
<td>4Fe</td>
<td>FYI No Action Required - <strong>UOS Coordinator</strong> - Potential misconduct</td>
<td></td>
</tr>
<tr>
<td>5Fe</td>
<td>Notification to <strong>Registrar</strong> - Potential misconduct</td>
<td></td>
</tr>
<tr>
<td>6Fe</td>
<td>FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td>7F</td>
<td>Admin to close off case - Potential misconduct</td>
<td>30 days</td>
</tr>
</tbody>
</table>

**Total days (maximum)** 85 days
## 9.11 Meeting required – No impropriety

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge to <strong>Case Initiator</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1.</strong> Admin to prepare documentation for new case</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>1e.</strong> FYI No Action Required - <strong>UOS Coordinator</strong> - A new educational integrity case has been referred</td>
<td></td>
</tr>
<tr>
<td><strong>2e.</strong> Action Required - <strong>EIC or NA</strong> - Preliminary assessment on a new case</td>
<td>3 day</td>
</tr>
<tr>
<td><strong>2c.</strong> Admin to arrange interview</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>2Ce.</strong> FYI No Action Required - <strong>UOS Coordinator</strong> - Interview to be held</td>
<td></td>
</tr>
<tr>
<td><strong>2cs.</strong> Notification to <strong>student</strong> – Interview required</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Admin to hold awaiting meeting</td>
<td>14 days</td>
</tr>
<tr>
<td><strong>3e.</strong> Action Required - <strong>EIC or NA</strong> - Case decision</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>4A.</strong> Admin documentation and communication - No impropriety</td>
<td>1 days</td>
</tr>
<tr>
<td><strong>4as.</strong> Notification to <strong>student</strong> - No impropriety</td>
<td></td>
</tr>
<tr>
<td><strong>4Ae.</strong> FYI No Action Required - <strong>UOS Coordinator</strong> - No impropriety</td>
<td></td>
</tr>
<tr>
<td><strong>4Ae.</strong> FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td><strong>2A.</strong> Admin to close off case - No Impropriety</td>
<td>1 day</td>
</tr>
<tr>
<td><strong>3A.</strong> Action Required - <strong>UOS Coordinator</strong> - No impropriety</td>
<td></td>
</tr>
<tr>
<td><strong>4A.</strong> FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td><strong>Total days (maximum)</strong></td>
<td><strong>26 days</strong></td>
</tr>
</tbody>
</table>
9.12 Meeting required – Plagiarism

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge to <strong>Case Initiator</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong>  Admin to prepare documentation for new case</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>1e</strong>  FYI No Action Required - <strong>UOS Coordinator</strong> - A new educational integrity case has been referred</td>
<td></td>
</tr>
<tr>
<td><strong>2e</strong>  Action Required - <strong>EIC or NA</strong> - Preliminary assessment on a new case</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>2C</strong>  Admin to arrange interview</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>2cs</strong>  Notification to <strong>student</strong> – Interview required</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong>  Admin to hold awaiting meeting</td>
<td>14 days</td>
</tr>
<tr>
<td><strong>3e</strong>  Action Required - <strong>EIC or NA</strong> - Case decision</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>4E</strong>  Admin documentation and communication – Plagiarism</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>4es</strong>  Notification to <strong>student</strong> - Outcome of investigation – Plagiarism</td>
<td></td>
</tr>
<tr>
<td><strong>4Ee</strong>  Action Required - <strong>UOS Coordinator</strong> – Plagiarism outcome</td>
<td></td>
</tr>
<tr>
<td><strong>5Ee</strong>  FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td><strong>6E</strong>  Admin to close off case - Plagiarism</td>
<td>21 days</td>
</tr>
<tr>
<td><strong>Total days (maximum)</strong></td>
<td><strong>47 days</strong></td>
</tr>
</tbody>
</table>
## 9.13 Meeting required – Academic dishonesty

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge to <strong>Case Initiator</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Admin to prepare documentation for new case</td>
</tr>
<tr>
<td>1e</td>
<td>FYI No Action Required - UOS Coordinator - A new educational integrity case has been referred</td>
</tr>
<tr>
<td>2e</td>
<td>Action Required - EIC or NA - Preliminary assessment on a new case</td>
</tr>
<tr>
<td>2C</td>
<td>Admin to arrange interview</td>
</tr>
<tr>
<td>2Ce</td>
<td>FYI No Action Required - <strong>UOS Coordinator</strong> - Interview to be held</td>
</tr>
<tr>
<td>2cs</td>
<td>Notification to <strong>student</strong> – Interview required</td>
</tr>
<tr>
<td>3</td>
<td>Admin to hold awaiting meeting</td>
</tr>
<tr>
<td>3e</td>
<td>Action Required - EIC or NA - Case decision</td>
</tr>
<tr>
<td>4D</td>
<td>Admin documentation and communication - <strong>Academic dishonesty</strong></td>
</tr>
<tr>
<td>4ds</td>
<td>Notification to <strong>student</strong> - Outcome of investigation – Academic Dishonesty</td>
</tr>
<tr>
<td>4De</td>
<td>Action Required - <strong>UOS Coordinator</strong> - Academic dishonesty</td>
</tr>
<tr>
<td>5De</td>
<td>FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
</tr>
<tr>
<td>6D</td>
<td><strong>Academic dishonesty</strong> - Admin to verify and close off the case</td>
</tr>
</tbody>
</table>

**Total days (maximum)**: 47 days
## 9.14 Meeting required – Potential misconduct

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge to <strong>Case Initiator</strong></td>
<td></td>
</tr>
<tr>
<td>1 Admin to prepare documentation for new case</td>
<td>3 days</td>
</tr>
<tr>
<td>1e FYI No Action Required - <strong>UOS Coordinator</strong> - A new educational integrity case has been referred</td>
<td></td>
</tr>
<tr>
<td>2e Action Required - <strong>EIC or NA</strong> - Preliminary assessment on a new case</td>
<td>3 days</td>
</tr>
<tr>
<td>2C Admin to arrange interview</td>
<td>2 days</td>
</tr>
<tr>
<td>2C FYI No Action Required - <strong>UOS Coordinator</strong> - Interview to be held</td>
<td></td>
</tr>
<tr>
<td>2cs Notification to <strong>student</strong> – Interview required</td>
<td></td>
</tr>
<tr>
<td>3 Admin to hold awaiting meeting</td>
<td>14 days</td>
</tr>
<tr>
<td>3e Action Required - <strong>EIC or NA</strong> - Case decision</td>
<td>2 days</td>
</tr>
<tr>
<td>4F Admin documentation and communication - Potential misconduct</td>
<td>2 days</td>
</tr>
<tr>
<td>4fs Notification to <strong>student</strong> – Referral to Registrar</td>
<td></td>
</tr>
<tr>
<td>4Fe FYI No Action Required - <strong>UOS Coordinator</strong> - Potential misconduct</td>
<td></td>
</tr>
<tr>
<td>5Fe Notification to <strong>Registrar</strong> - Potential misconduct</td>
<td></td>
</tr>
<tr>
<td>6Fe FYI – <strong>Case initiator</strong> - Outcome of an educational integrity case you have referred</td>
<td></td>
</tr>
<tr>
<td>7F Admin to close off case - Potential misconduct</td>
<td>30 days</td>
</tr>
<tr>
<td><strong>Total days</strong></td>
<td><strong>56 days</strong></td>
</tr>
</tbody>
</table>
10.1 Student notifications (other than 4Fs)

Immediate Attention Required: Reported breach of academic honesty in «UOS»

Dear «Student Name» («SID»),

«Date/Time»
Your reference number is: «DOC»

You were recently reported to the Faculty for an alleged breach of the University’s Academic Honesty in Coursework Policy 2015 in relation to work you submitted for assessment in «UOS»

Please find attached a letter from the Faculty’s Educational Integrity Coordinator or another of its Nominated Academics. This letter includes important information about the alleged breach and any action you are now required to take.

DO NOT REPLY TO THIS E-MAIL.

All correspondence and enquiries related to this matter are to be directed to the Faculty’s educational integrity team. Please see the contact details provided in the attached letter.

Please also ensure you continue to attend classes and submit assessments as normal.

Yours sincerely,
Educational Integrity Officer («Faculty»)
10.2 4Fs – Notification to student of referral to Registrar

Reported breach of academic honesty in "UOS" referred to the Registrar

Dear "Student Name" ("SID"),

"Date/Time"
Your reference number is: "DOC"

You were recently reported to the Faculty for an alleged breach of the University’s Academic Honesty in Coursework Policy 2015 in relation to work you submitted for assessment in "UOS".

The Faculty’s Educational Integrity Coordinator or another of its Nominated Academics has considered the available evidence and determined that the matter is sufficiently serious to warrant its referral to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.

Please see the attached letter for further information, including the contact details of the support services available to you. Any further correspondence or enquiries related to this matter are to be directed to the Student Affairs Unit.

DO NOT REPLY TO THIS E-MAIL.

Please also ensure you continue to attend classes and submit assessments as normal.

Yours sincerely,
Educational Integrity Officer ("Faculty")
10.3  You have reported a potential breach of academic honesty

Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

Thank you for reporting this case of potential academic dishonesty or plagiarism involving «Student Name» (SID: «SID») in relation to work they recently submitted for assessment in «UOS».

The Faculty’s Educational Integrity Coordinator or another of its Nominated Academics will now investigate the case in accordance with the Academic Honesty in Coursework Policy 2015. We will inform you once the matter has been resolved.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
10.4 1e FYI No Action Required – UOS Coordinator – Reported breach of academic honesty

Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

A case of potential academic dishonesty or plagiarism involving «Student Name» (SID: «SID») in relation to work they recently submitted for assessment in «UOS» has been referred to the Faculty for review in accordance with the Academic Honesty in Coursework Policy 2015. The Faculty’s Educational Integrity Coordinator or another of its nominated academics will now consider the available evidence and make their preliminary assessment of the case. We will inform you once this has occurred.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
10.5 2e Action Required – EIC or NA – Preliminary assessment of a new case

Dear «EIC or NA»,

Please do not forward this email to any other email account.

A new case of alleged academic dishonesty or plagiarism involving «Student Name» (SID: «SID») in relation to work they recently submitted for assessment in «UOS» has been referred for your consideration in accordance with the Academic Honesty in Coursework Policy 2015.

Links to the case records are provided below. If you are working off campus, you will need to log in to the University’s virtual private network and use your Unikey credentials to access the case documents.

After reviewing the case documentation, please make your preliminary assessment of the case according to one of the following outcomes:

1. The student has engaged in no impropriety.  
The student’s work is to be marked on its academic merit without penalty. No further remedial actions may be prescribed.

2. The student is to complete an approved development course and submit corrected or alternative work for a specified maximum mark.  
If the student meets these conditions and you are satisfied that the resubmitted work is compliant, an outcome of "development workshop completed" will be recorded for the case. If they do not, they will be required to attend a meeting with you to respond to a formal allegation of impropriety.

3. The student is required to respond to a formal allegation of impropriety at a meeting with you.  
The student must be provided with an explanation of the alleged impropriety and the available evidence so that they may properly consider their response.

4. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as sufficient evidence exists to support an allegation of serious academic misconduct.  
The student must be provided with an explanation of the reason/s for the referral.

Next steps

Once you have made your preliminary assessment of the case, you must formally record the outcome by selecting the appropriate action item below and provide your reasons for the decision in the return e-mail. Please also ensure you provide any specific information you wish to be conveyed to the student.

A member of the Faculty’s educational integrity team will then prepare the relevant correspondence.

Where appropriate, this information should include:
- The specific development course the student is required to complete;
- The deadline by which the student is required to submit corrected or alternative work;
- The maximum mark the student’s resubmitted work will be eligible for;
- A proposed meeting time.
For policy or procedural advice:

- Nominated academics should contact the Faculty’s Educational Integrity Coordinator or Officer/s.
- Educational Integrity Coordinator’s should contact the Faculty’s Educational Integrity Officer/s or the Office of Educational Integrity.

Please choose the relevant action for this case and ensure that you do not delete any of the information below the line in the return email as this relates to the workflow process.

Kind regards,
Educational Integrity Officer («Faculty»)
### 10.6 2Be FYI No Action Required – UOS Coordinator – Further Development and Resubmission

<table>
<thead>
<tr>
<th>Dear «UOS Coordinator»</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.</td>
</tr>
<tr>
<td>The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.</td>
</tr>
<tr>
<td>The EIC or nominated academic has determined that, while the student appears to have engaged in plagiarism, this is likely to have been caused by their failure to fully understand referencing requirements rather than dishonesty.</td>
</tr>
<tr>
<td>Consequently, the student has been instructed to complete an approved development course and submit a corrected or alternative piece of work, albeit for a specified maximum mark. To avoid confusion, we will provide you with further information once the student has met these conditions and the EIC or nominated academic is satisfied that the resubmitted work is compliant.</td>
</tr>
<tr>
<td>Should the student not meet both requirements, they will be required to respond to a formal allegation of academic impropriety. You will be notified if this is the case.</td>
</tr>
<tr>
<td>If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).</td>
</tr>
<tr>
<td>Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.</td>
</tr>
<tr>
<td>Kind regards,</td>
</tr>
<tr>
<td>Educational Integrity Officer («Faculty»)</td>
</tr>
</tbody>
</table>
10.7 2Ce FYI No Action Required – UOS Coordinator – Meeting required with student

Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

The EIC or nominated academic has determined that the available evidence indicates the student has engaged in some form of academic impropriety.

Consequently, the student has been informed about the nature of the allegation and instructed to attend a meeting with the EIC or nominated academic in order to provide their response. Should the student fail to respond by the specified deadline, a decision will be taken on the basis of the available evidence. We will inform you of the outcome of the case in due course.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
10.8 3Ae Action Required – UOS Coordinator – No impropriety found

Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in No Impropriety.

Consequently, the student’s work is to be assessed on its academic merit relative to the advertised marking criteria. No penalty should be applied to the work.

If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.

If you are in the process of finalising unit of study results, please record this student’s grade as RI (Result Incomplete) until such time as the mark for the resubmitted work has been determined.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear «EIC or NA»,

Please do not forward this email to any other email account.

You recently instructed «Student Name» (SID: «SID») to complete an additional development course and submit a corrected or alternative piece of work for «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

Please note:

«Requirements Completed/Not Completed»

Links to the case records are provided below. If you are working off campus, you will need to log in to the University’s virtual private network and use your Unikey credentials to access the case documents.

If the student has submitted corrected or alternative work, please ensure you review the relevant documents (including the new Turnitin report) to confirm that the work is compliant.

After reviewing any new case documentation, you are then required to make your re-assessment of the case according to one of the following options:

1. The student has met the conditions set out in your initial preliminary assessment. An outcome of “development workshop completed” will be recorded for the case and the work will be forwarded for marking in accordance with your preliminary assessment.

2. The student has not met these conditions and is now required to respond to a formal allegation of impropriety at a meeting with you. If you did not provide your view of the available evidence and the nature of the alleged misconduct in your initial preliminary assessment, please do so now in your return e-mail.

Next steps
Once you have made your preliminary assessment of the case, you must formally record the outcome by selecting the appropriate action item below. A member of the Faculty’s educational integrity team will then prepare the relevant correspondence.

For policy or procedural advice:

– Nominated academics should contact the Faculty’s Educational Integrity Coordinator or Officer/s.
– Educational Integrity Coordinator’s should contact the Faculty’s Educational Integrity Officer/s or the Office of Educational Integrity.

Please choose the relevant action for this case and ensure that you do not delete any of the information below the line in the return email as this relates to the workflow process.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

Please note that «Student Name» (SID: «SID») in «UOS» has failed to comply with the preliminary assessment of the Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics.

Consequently, the student has been instructed to attend a meeting with the EIC or nominated academic in order to respond to a formal allegation of academic impropriety. Should the student fail to respond by the specified deadline, a decision will be taken on the basis of the available evidence. We will inform you of the outcome of the case in due course.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,

Educational Integrity Officer («Faculty»)
10.11 3e Action Required – EIC or NA – Case decision

Dear «EIC or NA»,

Please do not reply to this e-mail or forward it to a non-University email account.

You are now required to take your decision in the case of alleged academic dishonesty or plagiarism involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

Links to the case records are provided below. If you are working off campus, you will need to log in to the University’s virtual private network and use your Unikey credentials to access the case documents.

After reviewing the case documentation, you are required to make your decision according to one of the following determinations:

1. The student has engaged in No Impropriety.
The student’s work is to be marked on its academic merit without penalty. No further remedial actions may be prescribed.

2. The student has engaged in Plagiarism arising from their failure to understand referencing requirements rather than dishonesty.
The student is to complete an approved development course and, wherever possible, submit corrected or alternative work for a specified maximum mark. If they do not meet these conditions, a harsher penalty may be applied.

3. The student has engaged in a form of Academic Dishonesty (which includes dishonest plagiarism). Where academic dishonesty has been found, you may:
   - Require the student to submit a corrected or alternative piece of work for a specified maximum;
   - Apply a fail grade, mark penalty or a specific mark to the original work;
   - Apply a fail grade or mark penalty to the student’s unit of study result;
   - In conjunction with one of the above, require the student to undertake other remedial action (e.g., complete an approved development course).

1. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as evidence exists to support an allegation of serious academic misconduct.
The student must be provided with an explanation of the reason/s for the referral.

Next steps
Once you have made your decision, you must formally record the outcome by selecting the appropriate action item below and provide your reasons for the decision in the return e-mail. Please also ensure you provide any specific information you wish to be conveyed to the student and unit coordinator.

A member of the Faculty’s educational integrity team will then prepare the relevant correspondence.
Where appropriate, this information should include:
- The specific development course the student is required to complete.
- Whether the student is to submit corrected or alternative work;
- Any penalties to be applied.

For policy or procedural advice:
- Nominated academics should contact the Faculty’s Educational Integrity Coordinator or Officer/s.
- Educational Integrity Coordinator’s should contact the Faculty’s Educational Integrity Officer/s or the Office of Educational Integrity.

Please choose the relevant action for this case and ensure that you do not delete any of the information below the line in the return email as this relates to the workflow process.

Kind regards,
Educational Integrity Officer (Faculty)
10.12 4Ae Action Required – UOS Coordinator – No impropriety found

<table>
<thead>
<tr>
<th>Dear «UOS Coordinator»,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.</td>
</tr>
<tr>
<td>The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.</td>
</tr>
<tr>
<td>On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in No Impropriety.</td>
</tr>
<tr>
<td>Consequently, the student’s work is to be assessed on its academic merit relative to the advertised marking criteria. No penalty should be applied to the work.</td>
</tr>
<tr>
<td>If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.</td>
</tr>
<tr>
<td>If you are in the process of finalising unit of study results, please record this student’s grade as RI (Result Incomplete) until such time as the mark for the student’s work has been determined.</td>
</tr>
<tr>
<td>Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.</td>
</tr>
<tr>
<td>We thank you for your patience in this matter.</td>
</tr>
<tr>
<td>Kind regards,</td>
</tr>
<tr>
<td>Educational Integrity Officer («Faculty»)</td>
</tr>
</tbody>
</table>
10.13 4Ae FYI – Case initiator – Outcome of an academic honesty case

Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in No Impropriety.

Instructions for resolving this matter have been provided to the Unit of Study Coordinator. If you are responsible for marking the student’s work, please contact the Unit of Study Coordinator directly for further information.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in a form of Academic Dishonesty.

Consequently, the EIC or nominated academic has determined that the matter must now be resolved as follows:

«specialinstructions»

If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.

If you are in the process of finalising unit of study results, please record this student’s grade as RI (Result Incomplete) if they have been directed to complete a further development course and/or submit a corrected or alternative piece of work.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in Plagiarism arising from the student’s failure to understand referencing requirements rather than dishonesty.

Consequently, the EIC or nominated academic has determined that the matter must now be resolved as follows:

〈specialinstructions〉

If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.

If you are in the process of finalising unit of study results, please record this student’s grade as RI (Result Incomplete) if they have been directed to complete a further development course and/or submit a corrected or alternative piece of work.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the matter is sufficiently serious to warrant its referral to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter and will provide you with further information as it becomes available.

Kind regards,
Educational Integrity Officer («Faculty»)
**10.17 5Be Action Required – UOS Coordinator – Development workshop completed**

<table>
<thead>
<tr>
<th>Dear «UOS Coordinator»,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.</td>
</tr>
<tr>
<td>The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now resolved the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015 without the need to record a formal finding of academic dishonesty or plagiarism on the student’s file.</td>
</tr>
<tr>
<td>In doing so, the EIC or nominated academic wishes you to be advised of the following:</td>
</tr>
<tr>
<td>«specialinstructions»</td>
</tr>
<tr>
<td>If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.</td>
</tr>
<tr>
<td>If you are in the process of finalising unit of study results, please record this student’s grade as RI (Result Incomplete) until such time as the mark for the student’s work has been determined. Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.</td>
</tr>
<tr>
<td>We thank you for your patience in this matter.</td>
</tr>
<tr>
<td>Kind regards,</td>
</tr>
<tr>
<td>Educational Integrity Officer («Faculty»)</td>
</tr>
</tbody>
</table>
Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in a form of Academic Dishonesty.

Instructions for resolving this matter have been provided to the Unit of Study Coordinator. If you are responsible for marking the student’s work, please contact the Unit of Study Coordinator directly for further information.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in Plagiarism arising from the student’s failure to understand referencing requirements rather than dishonesty.

Instructions for resolving this matter have been provided to the Unit of Study Coordinator. If you are responsible for marking the student’s work, please contact the Unit of Study Coordinator directly for further information.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear Registrar,

Please do not reply to this e-mail.

A case of potential academic dishonesty or plagiarism involving «Student Name» (SID: «SID») in relation to work they submitted for assessment in «UOS» was recently reported to the Faculty in accordance with the Academic Honesty in Coursework Policy 2015.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has conducted a preliminary investigation of the matter and determined that it appears as sufficiently serious to warrant referral to you for consideration under the University of Sydney (Student Discipline) Rule 2016.

Consequently, please see the links below for the letter of referral outlining the preliminary investigation and the related case documentation.

Please also note that the student, Unit of Study Coordinator, and the person who initially reported the matter have been notified that it has been referred to you for further consideration. The student has been directed to address any further correspondence about this matter to the University’s Student Affairs Unit.

Should you require further information or clarification, please do not hesitate to contact the Faculty’s educational integrity team. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
10.21 6Be FYI – Case initiator – Outcome of an academic honesty case

Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now resolved the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015 without the need to record a formal finding of academic dishonesty or plagiarism on the student’s file.

Information about the resolution of this matter has been provided to the Unit of Study Coordinator. If you are responsible for marking the student’s work, please contact the Unit of Study Coordinator directly for further instruction.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the matter is sufficiently serious to warrant its referral to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.

If necessary, future correspondence related to this case will be directed to the Unit of Study Coordinator.

We thank you for your diligence in this matter.

Kind regards,
Educational Integrity Officer («Faculty»)
Immediate Attention Required: Incident reported for examination held in «UOS»

Dear «Student Name» («SID»),

«Date/Time»
Your reference number is: «DOC»

The Examinations Office recently reported you to the Faculty for an incident that occurred during an examination held for «UOS» and which may be in breach of the University’s Academic Honesty in Coursework Policy 2015.

Please find attached a letter from the Faculty’s Educational Integrity Coordinator or another of its nominated academics. This letter includes important information about the alleged breach and any action you are now required to take.

DO NOT REPLY TO THIS E-MAIL.

All correspondence and enquiries related to this matter are to be directed to the Faculty’s educational integrity team. Please see the contact details provided in the attached letter.

Please also ensure you continue to attend classes and submit assessments as normal.

Yours sincerely,
Educational Integrity Officer («Faculty»)
10.24 Examination workflow email: 2as – Notification to student after preliminary assessment of no impropriety

Incident reported for examination held in «UOS» has been dismissed

Dear «Student Name» («SID»),

«Date/Time»
Your reference number is: «DOC»

The Examinations Office recently reported you to the Faculty for an incident that occurred during an examination held for «UOS» and which may be in breach of the University’s Academic Honesty in Coursework Policy 2015.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the report along with the available evidence and determined that you have engaged in no impropriety.

Consequently, the matter has been dismissed and your Unit of Study Coordinator informed that your examination submission is to be marked on its academic merit without penalty.

DO NOT REPLY TO THIS E-MAIL.

Any enquiries related to this matter are to be directed to the Office of Educational Integrity at educational.integrity@sydney.edu.au.

Yours sincerely,
Educational Integrity Officer («Faculty»)
Incident reported for examination held in «UOS» has been referred to the Registrar

Dear «Student Name» («SID»),

«Date/Time»
Your reference number is: «DOC»

The Examinations Office recently reported you to the Faculty for an incident that occurred during an examination held for «UOS» and which may be in breach of the University’s Academic Honesty in Coursework Policy 2015.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the report along with the available evidence and determined that the matter is sufficiently serious to warrant its referral to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.

Please see the attached letter for further information, including the contact details of the support services available to you. Any further correspondence or enquiries related to this matter are to be directed to the Student Affairs Unit. DO NOT REPLY TO THIS E-MAIL.

Please also ensure you continue to attend classes and submit assessments as normal.

Yours sincerely,

Educational Integrity Officer («Faculty»)
10.26 4gs – Notification to student of referral to Registrar (other misconduct)

<table>
<thead>
<tr>
<th>Incident reported for examination held in «UOS» has been referred to the Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear «Student Name» («SID»),</td>
</tr>
<tr>
<td>«Date/Time»</td>
</tr>
<tr>
<td>Your reference number is: «DOC»</td>
</tr>
<tr>
<td>The Examinations Office recently reported you to the Faculty for an incident that occurred during an examination held for «UOS».</td>
</tr>
<tr>
<td>The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the matter and determined that the conduct for which you have been reported does not fall within the scope of the Academic Honesty in Coursework Policy 2015.</td>
</tr>
<tr>
<td>However, given the seriousness of the reported incident, the matter has been referred to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.</td>
</tr>
<tr>
<td>Any further correspondence or enquiries related to this matter are to be directed to the Student Affairs Unit.</td>
</tr>
<tr>
<td>DO NOT REPLY TO THIS E-MAIL.</td>
</tr>
<tr>
<td>Please also ensure you continue to attend classes and submit assessments as normal.</td>
</tr>
<tr>
<td>Yours sincerely,</td>
</tr>
<tr>
<td>Educational Integrity Officer («Faculty»)</td>
</tr>
</tbody>
</table>
10.27 1 You have reported an examination incident

Dear «Case Initiator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

Thank you for reporting this incident involving «Student Name» (SID: «SID») in relation to an examination recently held for «UOS».

The Faculty’s Educational Integrity Coordinator or another of its nominated academics will now investigate the case in accordance with the Academic Honesty in Coursework Policy 2015.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Examinations Office recently reported «Student Name» (SID: «SID») to the Faculty for an incident that occurred during an examination held for «UOS» and which may be in breach of the University’s Academic Honesty in Coursework Policy 2015.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics will now make their preliminary assessment of the case on the basis of the available evidence.

We kindly request that you also provide a copy of the student’s examination submission as soon as it becomes available. The copy of the student’s work should be sent to the faculty’s educational integrity team, the contacts for whom can be found here.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. Please quote the relevant SID if you make an enquiry.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear «EIC or NA»,

Please do not forward this email to any other email account.

The Examinations Office has reported an incident that occurred during an examination held for «UOS» involving «Student Name» (SID: «SID») to you for consideration in accordance with the Academic Honesty in Coursework Policy 2015.

Links to the case records are provided below. If you are working off campus, you will need to log in to the University’s virtual private network and use your Unikey credentials to access the case documents.

After reviewing the case documentation, please make your preliminary assessment of the case according to one of the following outcomes:

1. The student has engaged in no impropriety. The student’s work is to be marked on its academic merit without penalty. No further remedial actions may be prescribed.

2. The student is required to respond to a formal allegation of impropriety at a meeting with you. The student must be provided with an explanation of the alleged impropriety and the available evidence so that they may properly consider their response.

3. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as evidence exists to support an allegation of serious academic misconduct. The student must be provided with an explanation of the reason/s for the referral.

4. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as the reported conduct does not fall within the scope of the Academic Honesty in Coursework Policy 2015.

Next steps
Once you have made your preliminary assessment of the case, you must formally record the outcome by selecting the appropriate action item below and provide your reasons for the decision in the return e-mail. Please also ensure you provide any specific information you wish to be conveyed to the student, including a proposed meeting time if appropriate.

A member of the Faculty’s educational integrity team will then prepare the relevant correspondence.

For policy or procedural advice:
- Nominated academics should contact the Faculty’s Educational Integrity Coordinator or Officer/s.
- Educational Integrity Coordinator’s should contact the Faculty’s Educational Integrity Officer/s or the Office of Educational Integrity.

Please choose the relevant action for this case and ensure that you do not delete any of the information below the line in the return email as this relates to the workflow process.
Kind regards,
Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

The EIC or nominated academic has determined that the available evidence indicates the student has engaged in some form of academic impropriety.

Consequently, the student has been informed about the nature of the allegation and instructed to attend a meeting with the EIC or nominated academic in order to provide their response. Should the student fail to respond by the specified deadline, a decision will be taken on the basis of the available evidence. We will inform you of the outcome of the case in due course.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator>>,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now considered the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in No Impropriety.

Consequently, the student's work is to be assessed on its academic merit relative to the advertised marking criteria. No penalty should be applied to the work.

If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.

If you are in the process of finalising unit of study results, please record this student's grade as RI (Result Incomplete) until such time as the mark for the student's work has been determined.

Please do not hesitate to contact a member of the Faculty's educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
10.32 3e Action Required – EIC or NA – Case decision

Dear «EIC or NA»,

Please do not reply to this e-mail or forward it to a non-University email account.

You are now required to take your decision in the case of alleged academic dishonesty or plagiarism involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

Links to the case records are provided below. If you are working off campus, you will need to log in to the University’s virtual private network and use your Unikey credentials to access the case documents.

After reviewing the case documentation, you are required to make your decision according to one of the following determinations:

1. The student has engaged in No Impropriety. The student’s work is to be marked on its academic merit without penalty. No further remedial actions may be prescribed.

2. The student has engaged in a form of Academic Dishonesty (which includes dishonest plagiarism). Where academic dishonesty has been found, you may:
   - Require the student to submit a corrected or alternative piece of work for a specified maximum;
   - Apply a fail grade, mark penalty or a specific mark to the original work;
   - Apply a fail grade or mark penalty to the student’s unit of study result;
   - In conjunction with one of the above, require the student to undertake other remedial action (e.g., complete an approved development course).

3. The matter is to be referred to the Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016 as evidence exists to support an allegation of serious academic misconduct. The student must be provided with an explanation of the reason/s for the referral.

Next steps
Once you have made your decision, you must formally record the outcome by selecting the appropriate action item below and provide your reasons for the decision in the return e-mail. Please also ensure you provide any specific information you wish to be conveyed to the student and unit coordinator.
A member of the Faculty’s educational integrity team will then prepare the relevant correspondence.

Where appropriate, this information should include:
   - The specific development course the student is required to complete.
   - Whether the student is to submit corrected or alternative work;
   - Any penalties to be applied.
For policy or procedural advice:
- Nominated academics should contact the Faculty’s Educational Integrity Coordinator or Officer/s.
- Educational Integrity Coordinator’s should contact the Faculty’s Educational Integrity Officer/s or the Office of Educational Integrity.

Please choose the relevant action for this case and ensure that you do not delete any of the information below the line in the return email as this relates to the workflow process.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in No Impropriety.

Consequently, the student's work is to be assessed on its academic merit relative to the advertised marking criteria. No penalty should be applied to the work.

If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.

If you are in the process of finalising unit of study results, please record this student's grade as RI (Result Incomplete) until such time as the mark for the student's work has been determined.

Please do not hesitate to contact a member of the Faculty's educational integrity team if you have any questions or concerns. You can find the Faculty's contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
10.34 4De Action Required – UOS Coordinator – Academic dishonesty found

<table>
<thead>
<tr>
<th>Dear «UOS Coordinator&gt;&gt;,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.</td>
</tr>
<tr>
<td>The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.</td>
</tr>
<tr>
<td>On the basis of the available evidence, the EIC or nominated academic has determined that the student has engaged in a form of Academic Dishonesty.</td>
</tr>
<tr>
<td>Consequently, the EIC or nominated academic has determined that the matter must now be resolved as follows:</td>
</tr>
<tr>
<td>«specialinstructions»</td>
</tr>
<tr>
<td>If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.</td>
</tr>
<tr>
<td>If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete) until such time as the mark for the student’s work has been determined.</td>
</tr>
<tr>
<td>Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.</td>
</tr>
<tr>
<td>We thank you for your patience in this matter.</td>
</tr>
<tr>
<td>Kind regards,</td>
</tr>
<tr>
<td>Educational Integrity Officer («Faculty»)</td>
</tr>
</tbody>
</table>
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

On the basis of the available evidence, the EIC or nominated academic has determined that the matter is sufficiently serious to warrant its referral to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete).

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,

Educational Integrity Officer («Faculty»)
Dear «UOS Coordinator»,

Please do not reply to this e-mail or forward it to a non-University email account or person not directly involved in this matter.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has now investigated the case involving «Student Name» (SID: «SID») in «UOS» in accordance with the Academic Honesty in Coursework Policy 2015.

The EIC or nominated academic has determined that the conduct for which you have been reported does not fall within the scope of the Academic Honesty in Coursework Policy 2015. Consequently, the case has been referred to the University’s Registrar for consideration under the University of Sydney (Student Discipline) Rule 2016.

As the reported conduct is not academic in nature, we kindly request that you proceed with assessing the student’s work on its academic merit relative to the advertised marking criteria. No penalty should be applied to the work.

If you are not the examiner of the work, please convey this information to the relevant member of your teaching team as soon as possible.

If you are in the process of finalising unit of study results, please record this student’s result as RI (Result Incomplete) until such time as the mark for the student’s work has been determined.

Please do not hesitate to contact a member of the Faculty’s educational integrity team if you have any questions or concerns. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

We thank you for your patience in this matter.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear Registrar,

Please do not reply to this e-mail.

The Examinations Office recently reported «Student Name» (SID: «SID») to the Faculty for an incident that occurred during an examination held for «UOS» and which may be in breach of the University’s Academic Honesty in Coursework Policy 2015.

The Faculty’s Educational Integrity Coordinator (EIC) or another of its nominated academics has conducted a preliminary investigation of the matter and determined that it appears as sufficiently serious to warrant referral to you for consideration under the University of Sydney (Student Discipline) Rule 2016.

Consequently, please see the links below for the letter of referral outlining the preliminary investigation and the related case documentation.

Please also note that the student and Unit of Study Coordinator have been notified that it has been referred to you for further consideration. The student has been directed to address any further correspondence about this matter to the University’s Student Affairs Unit.

Should you require further information or clarification, please do not hesitate to contact the Faculty’s educational integrity team. You can find the Faculty’s contacts here. Please quote the relevant SID if you make an enquiry.

Kind regards,
Educational Integrity Officer («Faculty»)
Dear Registrar,

Please do not reply to this e-mail.

The Examinations Office recently reported «Student Name» (SID: «SID») to the Faculty for an incident that occurred during an examination held for «UOS».

The Faculty’s Educational Integrity Coordinator or another of its nominated academics has conducted a preliminary investigation of the matter and determined that the reported conduct does not fall within the scope of the University’s Academic Honesty in Coursework Policy 2015.

However, given the seriousness of the reported incident, the matter is now forwarded to you for consideration under the University of Sydney (Student Discipline) Rule 2016. Please see the links below for access to the case records, including the examination incident report.

Please also note that the student and Unit of Study Coordinator have been notified that it has been referred to you for further consideration. The student has been directed to address any further correspondence about this matter to the University’s Student Affairs Unit.

Kind regards,

Educational Integrity Officer («Faculty»)
You have referred an educational integrity case to Admin to prepare documentation for new case.

Action Required – UoS Coordinator

New EXAM incident case...

Action Required – EIC or NA

Preliminary assessment on...

FYI No Action Required – UOS Coordinator

END

Admin to hold awaiting meeting

Admin to close off case - No Impropriety

Notification to student - No Impropriety

FYI No Action Required – UOS Coordinator - No impropriety

END

Admin to arrange interview

Notification to student – Interview required

FYI No Action Required – UOS Coordinator - Interview to be held

END

Admin to hold awaiting meeting

Action Required – EIC or NA - Case decision [3]

FYI No Action Required – UOS Coordinator - Potential academic misconduct

END

Admin to hold awaiting meeting

Notification to student - Outcome of investigation – Academic

FYI No Action Required – UOS Coordinator - Academic dishonesty

END

Notification to student – Referral to Registrar

FYI No Action Required – UOS Coordinator - Potential other misconduct

END

END

Notification to Registrar – Potential academic misconduct

Notification to Registrar – Potential other misconduct

END

END