



# Academic Misconduct Guide

## How to log a case

### WHAT DO YOU NEED TO RECORD?

If you think a student has engaged in behaviour which may constitute poor academic practice or academic misconduct, it is important to report the case via the online Academic Misconduct Management System. It's simple to log a case in the online system, it only takes 3 steps. You can access the system here: <https://bps.uow.edu.au/suite/sites/academic-misconduct>

### WHY IS IT IMPORTANT TO LOG ALL CASES?

- Assist in identifying students who are at risk and may require additional support.
- Provides a record of the student's conduct (dismissed cases do not stay on the student records).
- Going through a formal process and education intervention can deter students from repeat behaviour.
- Ensures students do not get away with cheating across multiple subjects and cross faculty degrees without consequences.
- Assist in identifying emerging trends across cohorts.

### IT'S SIMPLE TO LOG A CASE

#### STEP 1:

Once you enter the student number, the student details and enrolment information will auto-populate. You can then select the subject the case relates to.

**Student Academic Misconduct Coursework Investigation Form**

Lodged on behalf of ...  
Tick this box if you are lodging Academic Misconduct on behalf of a student, a staff or a member of the community.

**Reporter Details**

Full Name: Gemma Cutting  
 \* Email: gcutting@uow.edu.au  
 Staff Number: 3405206  
 \* Phone Number: 123456789

**Student Details**

\* Student Number: 3665392  
 Email: etp456@uowmail.edu.au  
 Full Name: Emma Purdy  
 Student Type: DOMESTIC  
 Credit Points: 144

**Subject Details**

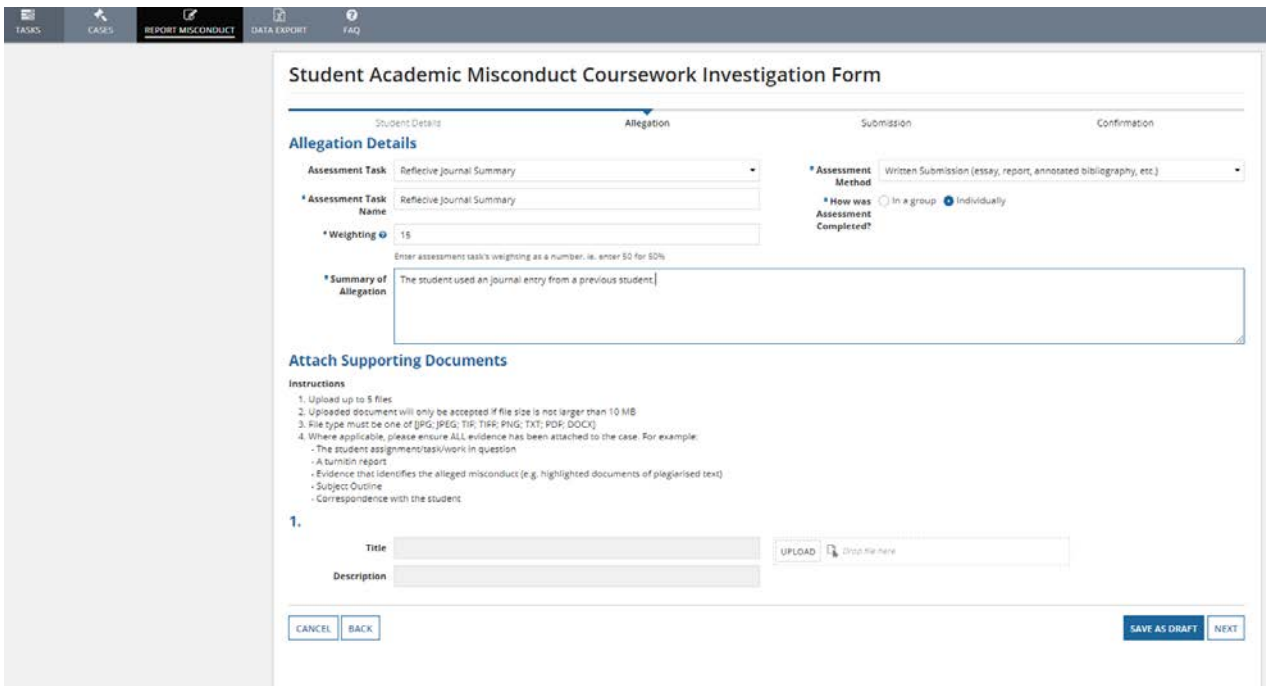
Subject Details:  Choose subject from student's enrolment  
 Choose subject using subject code  
 \* Year: 2012  
 \* Subject Code: MGMT102 - Business Communications  
 Session: Autumn  
 Campus: Wollongong  
 Faculty: Faculty of Business  
 \* School: School of Management, Operations and Marketing

# ACADEMIC MISCONDUCT SYSTEM

## How to log a case (cont.)

### STEP 2:

Complete details regarding the allegation and upload any relevant evidence/supporting documents.



**Student Academic Misconduct Coursework Investigation Form**

Student Details | **Allegation** | Submission | Confirmation

**Allegation Details**

Assessment Task: Reflective Journal Summary

Assessment Method: Written Submission (essay, report, annotated bibliography, etc.)

Assessment Task Name: Reflective Journal Summary

How was Assessment Completed?:  In a group  Individually

Weighting: 15

Summary of Allegation: The student used an journal entry from a previous student.

**Attach Supporting Documents**

Instructions

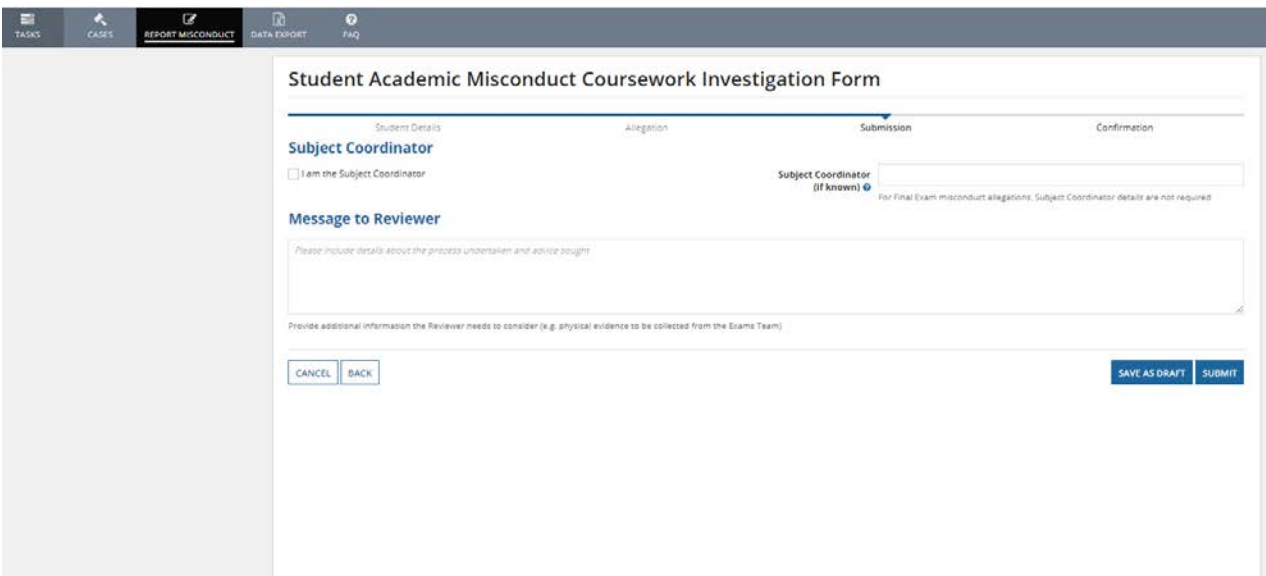
- Upload up to 5 files.
- Uploaded document will only be accepted if file size is not larger than 10 MB
- File type must be one of (JPG; JPEG; TIF; PNG; TXT; PDF; DOCX)
- Where applicable, please ensure ALL evidence has been attached to the case. For example:
  - The student assignment/task/works in question
  - A turnitin report
  - Evidence that identifies the alleged misconduct (e.g. highlighted documents of plagiarised text)
  - Subject Outline
  - Correspondence with the student.

1. Title: [input field] Description: [input field] [UPLOAD] Drop file here

[CANCEL] [BACK] [SAVE AS DRAFT] [NEXT]

### STEP 3:

Submit! If you are the Subject Co-ordinator select the checkbox. If you are not the Subject Co-ordinator (ie if you are a marker or tutor), just enter the name of the Subject Co-ordinator and an optional message before you submit. The system will then prompt the Subject Co-ordinator to invite the student for an interview to discuss the allegation.



**Student Academic Misconduct Coursework Investigation Form**

Student Details | Allegation | **Submission** | Confirmation

**Subject Coordinator**

I am the Subject Coordinator

Subject Coordinator (if known): [input field]

**Message to Reviewer**

Please include details about the process undertaken and advice sought

Provide additional information the Reviewer needs to consider (e.g. physical evidence to be collected from the Exams Team)

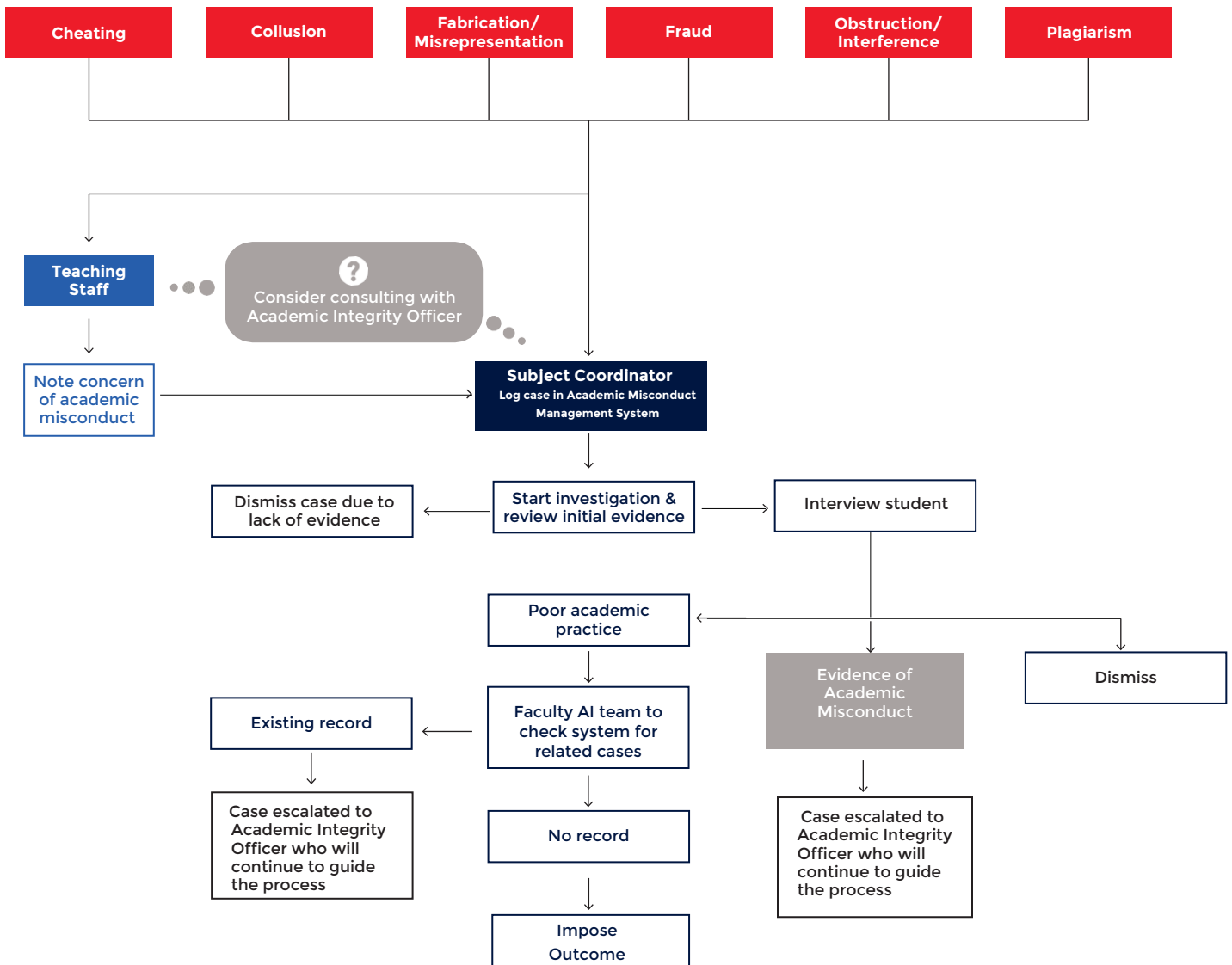
[CANCEL] [BACK] [SAVE AS DRAFT] [SUBMIT]

# Academic Misconduct Guide

## Stage 1 Flowchart



Allegation Raised



The complete flowchart is available at: [www.uow.edu.au/about/policy/rules/UOW060095.html](http://www.uow.edu.au/about/policy/rules/UOW060095.html)