



Student's name (print):	
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**LODGING YOUR APPLICATION****With the Director: Student and Academic Services:****In person**

**Director: Student and Academic Services**  
Reception  
Level 1, 101 Currie St  
Adelaide 5000

**By post**

**Director: Student and Academic Services**  
University of South Australia  
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Student and Academic Services Unit	Received by (initial):	Date:
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## Student appeals against Academic Misconduct

Extract from 2009 Assessment Policies and Procedures Manual (section 9: Academic Integrity and section 11: Student Appeals Committee), available at <http://www.unisa.edu.au/policies/manual/default.asp>

### 9.8 Recording information about academic misconduct

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- 9.8.1 The University will store data about academic misconduct and breaches of examination procedures (see Section 6 of this Manual) in a central database. The data will be stored for a minimum period of seven years from the date of the last incident recorded.
- 9.8.2 No data will be recorded where the Academic Integrity Officer determines that no academic misconduct or breach of examination procedure occurred.
- 9.8.3 All Academic Integrity Officers will have access to any data stored in the database about a student, for consideration when determining whether the action of that student was academic misconduct, and if so, in determining the appropriate outcome.
- 9.8.4 Where an Academic Integrity Officer determines that a student has breached an examination procedure but that it does not constitute academic misconduct, the following information will be recorded in the central database:
- details of the student, the program, the course and the examination
  - the type of breach (see Section 6 of this Manual), and
  - the counselling provided to the student.
- 9.8.5 Where an Academic Integrity Officer determines that academic misconduct occurred (see clause 9.5), the following information will be recorded in the central database:
- details of the student, the program, the course and the assessment task
  - the type of academic misconduct (see clause 9.2.1 and where applicable 9.2.2)
  - the factors taken into consideration (see clause 9.2.3)
  - the evidence or other material on which the findings were based
  - the outcome (see clause 9.5.4) and the reasons for its determination, and
  - the student's agreement or otherwise to the specified outcome (see clause 9.5.7).
- 9.8.6 Where a case is referred to the Head of School (see clause 9.6.1), the Head of School will have access to the data stored regarding the initial inquiry relating to that case, and to any other cases recorded against that student, in order to assist in their determination.
- 9.8.7 Where the Head of School concludes that the action of the student does not constitute academic misconduct, any record of the investigation will be removed from the database (see clause 9.6.2).
- 9.8.8 Where the Head of School concludes that the action of the student did constitute academic misconduct, they will add a record to the database to indicate which outcome was decided upon, and the factors taken into consideration in making that decision.
- 9.8.9 Where a formal inquiry committee is constituted (see clause 9.6), the committee, through the Chair, will have access to the data stored regarding the initial inquiry relating to that case, and to any other cases recorded against that student, in order to assist in their determination. The committee will add a record of its determination to the database, including:
- the factors taken into consideration in determining an outcome (see clause 9.2.3)
  - the evidence or other material on which the findings were based, and
  - the outcome and the reasons for its determination.

### 11.1 Grounds for appeal

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- 11.1.1 The following decisions are eligible for consideration by the Student Appeals Committee:
- A decision of a formal inquiry committee constituted to consider academic misconduct in relation to:
    - an [examination](#) (see Section 6 of this Manual)
    - a placement (see Section 4 of this Manual)
    - plagiarism and other forms of academic misconduct (see Section 9 of this Manual).
  - A decision of a Pro Vice Chancellor regarding an appeal against a final grade, including a final honours grade (see clause 8.7), providing the student:
    - has fulfilled all of the [assessment](#) requirements, including any attendance requirements, and
    - has exhausted all other avenues for resolving the appeal as set out in clause 8.7.2, and

- (iii) is appealing on the grounds that:
  - a. assessment policies and procedures, as set out in this Manual, were not correctly adhered to, or
  - b. the [Course Coordinator](#) did not give due consideration to the student's requirements in the assessment process leading to the final grade, after they had been formally notified of the student's requirements in accordance with the University's provisions for students with disabilities.
- c. A decision of a division appeals committee to preclude a student following [academic review](#), providing the appeal is based on the grounds that either:
  - (i) the policy and/or procedures for academic review were not correctly observed (see Section 10 of this Manual), or
  - (ii) evidence is now available that supports previous claims made by the student to support their appeal. The evidence must be from the time period leading up to the date on which the appeal was heard, and must not have been available at the time the decision was made.

## **11.2 Lodging an appeal**

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- 11.2.1 The student must lodge an appeal in writing on the standard form, with supporting documentation, to the Director: Student and Academic Services, within 20 working days from the date specified in the letter notifying the student of the decision against which the student is appealing. Lodgement of all appeals will be acknowledged in writing within two working days.
- 11.2.2 The Director: Student and Academic Services or nominee, will decide whether or not the appeal meets the relevant criteria and will notify the student in writing within five working days of the lodgement of the appeal that:
  - a. the appeal has been denied, including the grounds for denial, or
  - b. the appeal has been forwarded to the Student Appeals Committee for consideration.
- 11.2.3 In considering the grounds for appeal, the Director: Student and Academic Services or nominee may refer the case back to the relevant staff member or committee, in order to negotiate a satisfactory outcome for the student. This will not be used to deny a student access to the Student Appeals Committee where they meet the criteria for an appeal, but rather as an effective way to resolve issues locally, before proceeding to appeal.
- 11.2.4 The Director: Student and Academic Services or nominee will report the outcome of their decision to the relevant division and the Student Appeals Committee.
- 11.2.5 The decision of the Director: Student and Academic Services or nominee regarding eligibility for appeal to the Student Appeals Committee will be final. No further avenues of appeal exist within the University.
- 11.2.6 Students may continue their program of study pending the outcome of an appeal, unless the University considers that to do so places the student at risk. In these cases, appropriate documentary evidence must be retained on the student's file in Campus Central.
- 11.2.7 Should the student's appeal be denied, their current enrolment will be amended accordingly.