



Student checklist: What to do at each stage of the academic misconduct process

Stage 1: Receiving the allegation

- **Read the allegation carefully:** Understand the specifics of the allegation and the evidence provided.
- **Seek support:** Contact your institution's student support team and consider having a support person such as a friend, family member or advisor joins you at your response interview.
- **Review your rights:** Familiarise yourself with your rights during the process.
- **Gather evidence:** Collect any documents or information that may support your case.
- **Review the policies:** Check your institution's academic integrity policy and procedure to ensure you understand all steps in the process.

Stage 2: Preparing your response

- **Respond on time:** Ensure you respond within the deadline provided.
- **Write your statement:** Clearly outline your response to the allegations, including any evidence you have.
- **Seek advice:** Consult with your student guild (or similar) if you need assistance with your response.



Remember

It isn't too late to admit you've engaged in misconduct if that is indeed the case. Doing so demonstrates you're willing to take responsibility and learn.

Stage 3: Attending meetings

- **Participate actively:** Attend all scheduled meetings and interviews.
- **Be honest:** Provide truthful and accurate information during the meetings.
- **Take notes:** Document key points discussed during the meetings for your records.
- **Ask questions:** The response process is two-way, and you are welcome to seek clarity for whatever you need.

Stage 4: Awaiting the decision

- **Stay informed:** Keep track of any communications from your institution.
- **Prepare for the outcome:** Consider the possible outcomes that could arise and how you would manage them.
- **Seek support:** Seek support and self-care opportunities while you wait.

Stage 5: Notification of outcome

- **Read the decision:** Carefully read the decision correspondence and the reasons provided.
- **Understand the penalties:** Take note of any penalties imposed and seek clarification if required.
- **Consider an appeal:** If you believe the decision is inappropriate, consider the grounds for an appeal.
- **Connect with support:** You may wish to reach out to support services such as student wellbeing or advocacy. To understand the impact of this outcome, you might also want to contact academic progress teams, enrolments or international student support.

Stage 6: Appealing the decision (optional)

- **Submit an appeal:** If you disagree with the decision it is within your rights to submit an appeal in writing or via your institution's online platform, outlining why you are appealing and provide new evidence to support your claim (see section 6 Appeals for examples of valid grounds of appeal).
- **Prepare for review:** Be ready to present your case if your institution has an appeals committee.

Stage 7: Final decision

- **Receive final decision:** Read and understand the final decision made by the appeals committee.
- **Consider further steps:** If applicable, consider if further action, such as approaching an external ombudsman, is needed.
- **Comply with the outcome:** Adhere to the final decision and any requirements or penalties imposed.
- **Reflect and learn:** Reflect carefully on what you've learnt from this experience and how you'll modify your study techniques to avoid another similar allegation.