**Academic Integrity Checklist – Course Convener**

|  |  |
| --- | --- |
| Student Name |  |
| Student ID | U |
| Date  |  |
| Course code |  |
| Course Convener |  |

*Where this form indicates to send it to the Registrar, this means either an email to* *policy.regs@anu.edu.au**, or mail through internal mail to ASQO, Division of Student Administration, ANU Student Central, Building #X-005*

This allegation relates to my course only:

[ ] Yes – continue to next question

[ ]  No – Send this form and all information to the Registrar

This allegation relates to academic integrity in a thesis

[ ]  Yes – Send this form and all information to the Registrar

[ ]  No – continue to next question

Do there look to be grounds to the allegation?

[ ]  Yes - Very Minor Mistake

[ ]  See “Very Minor Mistake” checklist next page

[ ]  Yes – continue to next question

[ ]  No Breach

[ ]  Send this form and all information to the Registrar.

[ ]  Checked with the Registrar if there has been a previous offence for this student

[ ]  Yes repeat offence – Send this form and all information to the Registrar

[ ]  No – continue to next question

[ ]  Email sent to student as per *Template 2*, advising of allegation and offering time for meeting

[ ]  Email attached to this checklist

[ ]  Meeting held with student, or student did not request a meeting within 5 working days.

If meeting held, Date: / /

[ ]  Attached brief summary of meeting, if held.

[ ]  Determination made (see [Determining ‘Academic Misconduct’ or ‘Poor academic practice’](http://drss.anu.edu.au/asqo/misconduct.php) for

 guidance):

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Very Minor Mistake | [ ]  Poor Academic  Practice | [ ]  Potential Academic Misconduct | [ ]  No breach |
| [ ]  Penalty applied (Up to 10% reduction of total marks available)[ ]  Send all very minor breaches for this course at the end session to the Registrar  | [ ]  Penalty applied (pick  one or more):[ ] Student required to resubmit[ ]  Student counselled[ ]  Student reprimanded[ ]  Student made undertaking to attend academic skills or other counselling[ ]  Assessment marks/grade changed[ ]  Email sent to student as per *Template 3*[ ]  Email attached to this  form[ ]  Send this form and all information to the Registrar | [ ] Email sent to student as per *Template 4*[ ]  Email attached to this form[ ]  Send this form and all information to the Registrar | [ ]  Send this form and all information to  the Registrar |