**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*](mailto: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 |