Flowchart of the Academic Integrity Committee

Academic Integrity Committee (AIC)

Convened by Registry:
3x AIOs or DAIOs
Students’ Union President or Students’ Union Representative
Registry note taker/advisor

Convened to hear:
Students refuting academic misconduct allegation
Cases where the penalty is Tariff 3 or above
Appeals for reduction in penalty applied by AIO/DAIO

 Receives 7 copies of each of the following:
Notice of academic offence – with supporting evidence
the standard allegation notice which puts the allegation in context
A copy the work submitted by the student
A copy of the original source text with relevant sections highlighted
and cross-referenced.
Report of AIO/DAIO meeting with student/s including student signature

Meets:
Student, plus supporter
AIO/DAIO
Witnesses - if applicable

AIC makes decision and letter/notes of the meeting are sent by Registry to:
Student
An electronic copy is sent to the nominated School Administrative contact

Schools record on ASIS
Registry records on Access Database
Registry provides annual report to UTLC/Schools (November)