

Student Guide

Tuesday, 22 March 2016 11:42 AM

All communication will be sent to the Student's Curtin email address.

Level 1 Plagiarism - No Misconduct

1. Student receives an emailed notification of Plagiarism Level 1 which contains a link to a letter from Curtin Learning and Teaching (CLT) regarding educative action.

Example of letter attached in the correspondence to the student:



Level_1_Pla
gjarism

Dear [REDACTED]

Please see the below link to correspondence in relation to a level one plagiarism incident.

[LINK](#)

Once you have completed all specified tasks click the link below to confirm you have satisfied the requirements.

[LINK](#)

Regards
Learning and Teaching
Faculty of Health Sciences

2. Student must click on the second link to confirm they have completed the requirements. A reminder email we be sent every 30 days until the completion requirements are completed and the link is clicked.

Level 2 or 3 Plagiarism - Inquiry - Insufficient evidence to warrant investigation (Educative Action)

1. Student receives an emailed notification of the allegation which contains links to the initial allegation letter and any supporting documentation.

Dear [REDACTED]

[Click here](#) to go to the web page below to view documentation relating to a case of alleged Academic Misconduct concerning yourself.

If you wish to respond to the allegation please follow the instructions contained in the web page. Further information on how to interact with the system can be found here: <http://registrar.curtin.edu.au/student-guide.cfm>

You are not required to respond if you do not wish to.

If this is the case, there is no further action required of you at this time and your case will be considered on the basis of the investigation being undertaken by your school.

If you have any queries please contact me on the contact details below.

Regards
TSO SODA
Inquiry Officer
email: soda.tso@curtin.edu.au

2. Student replies to curtinsdc@poloniouslive.com with their attached response and the Case Id in the subject line of the email.
3. If the Head of School determines that there is insufficient evidence to progress to an inquiry, the following email is sent to the student:

Dear [REDACTED]

I have received a report informing me of the following:

It is alleged you [REDACTED]

Whilst there is no evidence that you have acted deliberately in relation to this particular matter, you are reminded to be mindful of the standard of work you produced whilst enrolled at Curtin University.

It is strongly recommend that you complete the Academic Integrity course offered by The Learning Centre at the following link:

[LINK](#)

You are encouraged to make full use of the guidance for students available on the Academic Integrity website. This website contains a range of resources designed to help you understand and avoid plagiarism in your work.

If you ignore the advice and support offered and produce work that does not meet the standards expected at Curtin University in the future, this may result in a more serious offence.

Yours sincerely

Professor [REDACTED]
 Authorised Officer
 Head of School

Level 2 or 3 Plagiarism - Inquiry - Referred to Student Discipline Panel (SDP)

1. The Student receives an emailed notification of the allegation which contains links to the initial allegation letter and any supporting documentation.

Dear [REDACTED]

[Click here](#) to go to the web page below to view documentation relating to a case of alleged Academic Misconduct concerning yourself.

If you wish to respond to the allegation please follow the instructions contained in the web page. Further information on how to interact with the system can be found here: <http://registrar.curtin.edu.au/student-guide.cfm>

You are not required to respond if you do not wish to.

If this is the case, there is no further action required of you at this time and your case will be considered on the basis of the investigation being undertaken by your school.

If you have any queries please contact me on the contact details below.

Regards
 TSO SODA
 Inquiry Officer
 email: soda.tso@curtin.edu.au

2. The Student can respond by replying to curtinsdc@poloniouslive.com with their attached response, referencing the Case Id in the subject line of the email.
3. The Student receives a notification that the matter has been referred to the Faculty SDP.

Dear [REDACTED]

Please be advised that the case of Academic Misconduct concerning yourself has been referred to the Faculty of Humanities Student Discipline Panel (SDP). You will be advised of the outcome in writing.

Regards,
 [REDACTED]
 Authorised Officer
 Acting Head of School,

4. The Student receives notification of the SDP penalty outcome and internal right of appeal.
 Example of letter attached in the correspondence to the student:



SDP_Penalt
 y_Notifica...

Dear [REDACTED]

Please see the below link to correspondence detailing any penalty applied by the Student Discipline Panel.

<https://curtin.poloniouslive.com/sdc/Permalinks.do?id=0160omlX1mFJSZpbeSlk0r4kIFtrz6ZEHOpzHfV/kA>

In accordance with Rule 4.2(1), you have the right to submit an appeal to the Faculty Pro Vice-Chancellor against the determination of Academic Misconduct and/or the penalty detailed in the accompanying correspondence.

You have fourteen (14) days from the date of receipt of this letter to submit a written appeal which will then be forwarded to the relevant Pro Vice-Chancellor for consideration.

Please [Click here](#) if you wish to appeal.

If you do not wish to appeal, but have further questions, please make direct contact with your Unit Coordinator.

Regards
Student Discipline and Compliance

5. The Student can appeal to the Faculty Pro Vice Chancellor (PVC) by emailing SDAO@curtin.edu.au or sending it via post to the Office of the Academic Registrar. Reference to the student's Case Id should be included in the correspondence.
6. The Student is notified of the PVC's decision.