Table of Contents

[Coursework templates [Attachment D & E] 2](#_Toc143855471)

[Academic Breach (used by Unit Coordinators) 2](#_Toc143855472)

[Concerning or Serious Academic Misconduct (ADTL to meet with student) 3](#_Toc143855473)

[Serious Academic Misconduct (all members of the Panel to meet with student) 4](#_Toc143855474)

[Fabricated or Falsified Medical Certificates (all members of the Panel to meet with student) 5](#_Toc143855475)

[Examination template [Attachment G] 6](#_Toc143855476)

[Examination Misconduct 6](#_Toc143855477)

[Research templates [Attachment F] 7](#_Toc143855478)

[Research Academic Breach (used by Unit Coordinators) 7](#_Toc143855479)

[Concerning/Serious Research Academic Misconduct (ADR/Dean GRS or GRS equivalent to meet) 8](#_Toc143855480)

[Serious Research Academic Misconduct (all members of Panel at the meeting): 10](#_Toc143855481)

[Coursework & Examination Forms of Misconduct (possible wording to use) 12](#_Toc143855482)

# **Coursework templates [Attachment D & E]**

## **Academic Breach** (used by Unit Coordinators)

Suggested wording when advising a student that a case of academic breach has been submitted.

Send either in letter format or as an e-mail (always to the student ECU e-mail address)

<insert date – if in letter format/not required if an e-mail>

<insert student ID>

If sending an e-mail, then suggest the heading as:

Allegation of Academic Breach: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

While marking your recent assessment submission in ***< insert name of unit>***, concerns were raised that your assessment contains elements of plagiarism. This is considered an Academic Breach and **I am writing to arrange a time for us to discuss this (see details below).**

I have attached the documents that indicate these concerns. As the Unit Coordinator, it is my responsibility to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity).

When we meet, we will discuss how you prepared this assessment, and any factors that may have impacted your assessment preparation. You will be asked a range of questions that may cover:

* The Assessment Task
* Your Assessment Task submission
* Your preparation process (including any help from friends, family, software, websites etc.)
* General challenges that may have affected your studies.

I encourage you to bring to the meeting any materials that help you illustrate how you prepared this assessment (e.g., notes, drafts, textbook, your computer, or USB flash drive). I will then consider the information gathered at our discussion and the documents attached (and any other relevant information) to make a decision about whether an academic breach/misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time for us to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The [Student Guild](https://ecuguild.org.au/student-assist/) can help you prepare for the meeting and also attend the meeting with you in a supporting role.

At my discretion, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me (and as attached)**. If this occurs, you will be formally advised of the decision and any outcomes of that decision once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

## **Concerning or Serious Academic Misconduct** (ADTL to meet with student)

Suggested wording when advising a student that a case of academic misconduct has been submitted.

Send either in letter format or as an e-mail (always to the student ECU e-mail address)

<insert date – if in letter format/not required if an e-mail>

<insert student ID>

If an e-mail is being sent, then suggest the heading as:

Allegation of Academic Misconduct: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

While marking your recent assessment submission in ***< insert name of unit>***, unit staff raised concerns that your assessment *may* contain elements of academic misconduct. **I am writing to arrange a time for us to discuss this (see details below).**

The unit staff are concerned that the assessment ***<insert allegation details (suggested wording in table below)>***. I have attached documents that indicate their concerns. It is my responsibility to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity).

When we meet my aim will be to gather additional information from you about how you prepared this assessment, and any factors that may have impacted your assessment preparation. You will be asked a range of questions that may cover:

* The Assessment Task
* Your Assessment Task submission
* Your preparation process (including any help from friends, family, software, websites etc.)
* General challenges that may have affected your studies.

You are encouraged to bring to the discussion any materials that help you illustrate how you prepared this assessment (e.g., notes, drafts, textbook, your computer, or USB flash drive). I will then consider the information gathered at our discussion and the documents attached (along with any other relevant information) to make a decision about whether misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The best source of support is the [Student Guild](https://ecuguild.org.au/student-assist/). They are trained to support students in academic misconduct discussions. You should contact them ***as soon as possible*** on receiving this ***e-mail/letter***, as they can be fully booked for up to 2 weeks during busy periods.

At my discretion, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. *A note-taker may also be in attendance* (remove as applicable). When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me**. This is attached for your information. If this occurs, you will be formally advised of the decision and any outcomes of that decision, once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

## **Serious Academic Misconduct** (all members of the Panel to meet with student)

Suggested wording when advising a student that a case of academic misconduct has been submitted. Send either in letter format or as an e-mail (always to the student ECU e-mail address)

<insert date – if in letter format/not required if an e-mail>

<insert student ID>

If an e-mail is being sent, then suggest the heading as:

Allegation of Academic Misconduct: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

While marking your recent assessment submission in ***< insert name of unit>***, unit staff raised concerns that your assessment *may* contain elements of academic misconduct. **I am writing to arrange a time for us to discuss this (see details below).**

The unit staff are concerned that the assessment ***<insert allegation details (suggested wording in table below >***; this is considered serious academic misconduct and I have attached documents that indicate their concerns. It is the responsibility of an Academic Panel to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity). The Academic Panel will consist of myself, a Senior Academic from within the School and the Manager, Learning Support. *A note-taker may also be in attendance (remove as applicable).*

When we meet, the aim of the Academic Panel will be to gather additional information from you about how you prepared this assessment, and any factors that may have impacted your assessment preparation. You will be asked a range of questions that may cover:

* The Assessment Task
* Your Assessment Task submission
* Your preparation process (including any help from friends, family, software, websites etc.)
* General challenges that may have affected your studies.

You are encouraged to bring to the discussion any materials that help you illustrate how you prepared this assessment (e.g., notes, drafts, textbook, your computer, or USB flash drive). The Academic Panel will then consider the information gathered at our discussion and the documents attached (along with any other relevant information) to make a decision about whether misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The best source of support is the [Student Guild](https://ecuguild.org.au/student-assist/). They are trained to support students in academic misconduct discussions. You should contact them ***as soon as possible*** on receiving this ***e-mail/letter***, as they can be fully booked for up to 2 weeks during busy periods.

At the discretion of the Academic Panel, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me**. This is attached for your information. If this occurs, you will be formally advised of the decision and any outcomes of that decision, once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

## **Fabricated or Falsified Medical Certificates** (all members of the Panel to meet with student)

Suggested wording when advising a student that a case of academic misconduct has been submitted. Send either in letter format or as an e-mail (always to the student ECU e-mail address)

Dear **[insert student first name],**

It has come to our attention while processing your request for a time extension to your **<insert Assessment Task name – source from the Designated Officer allocation e-mail)>** in the ***< insert unit code and name of unit>***, that you may have submitted a fabricated or falsified medical certificate. This is considered serious academic misconduct and I have attached the document(s) that indicate our concern.

It is now the responsibility of an Academic Panel to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity). The Academic Panel will consist of myself, a Senior Academic from within the School and the Manager, Learning Support.

When we meet, the aim of the Academic Panel will be to gather additional information from you on the authenticity of the medical certificate submitted (attached). The Academic Panel will then consider the information gathered at our discussion and the document(s) attached (along with any other relevant information) to make a decision about whether misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The best source of support is the [Student Guild](https://ecuguild.org.au/student-assist/). They are trained to support students in academic misconduct discussions. You should contact them ***as soon as possible*** on receiving this ***e-mail/letter***, as they can be fully booked for up to 2 weeks during busy periods.

At the discretion of the Academic Panel, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me**. This is attached for your information. If this occurs, you will be formally advised of the decision and any outcomes of that decision, once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

# **Examination template [Attachment G]**

## **Examination Misconduct**

Suggested wording when advising a student that a case of academic misconduct has been submitted.

Send either in letter format or as an e-mail (always to the student ECU e-mail address)

<insert date – if in letter format/not required if an e-mail>

<insert student ID>

If an e-mail is being sent, then suggest the heading as:

Allegation of Academic Misconduct: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

During your recent mid-semester/end of semester examination in ***< insert name of unit>***, invigilating staff raised concerns that you had engaged in examination misconduct. **I am writing to arrange a time for us to discuss this (see details below).**

The invigilating staff were concerned that you ***<insert allegation details (suggested wording in table below >***. I have attached evidence that indicate their concerns. It is my responsibility to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity).

When we meet, my aim will be to gather additional information from you about the incident and you are encouraged to bring to the discussion any materials that help you illustrate the reasoning for your actions. I will then consider the information gathered at our discussion and the evidence as attached (along with any other relevant information) to make a decision about whether examination misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The best source of support is the [Student Guild](https://ecuguild.org.au/student-assist/). They are trained to support students in examination misconduct discussions. You should contact them ***as soon as possible*** on receiving this ***e-mail/letter***, as they can be fully booked for up to 2 weeks during busy periods.

At my discretion, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. *A note-taker may also be in attendance* (remove as applicable). When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me**. This is attached for your information. If this occurs, you will be formally advised of the decision and any outcomes of that decision, once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

# **Research templates [Attachment F]**

## **Research Academic Breach** (used by Unit Coordinators)

Suggested wording when advising a student that a case of academic breach has been submitted related to either pre-submission or post-submission of a thesis.

Send either in letter format or as an e-mail (always to the student ECU e-mail address)

<insert date – if in letter format/not required if an e-mail>

<insert student ID>

If sending an e-mail, then suggest the heading as:

Allegation of Research Academic Breach: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

While <reviewing OR marking ***[Delete one option]*** your pre-submission Thesis> in ***< insert name of unit>***, concerns were raised that elements of plagiarism are evident. This is considered an Academic Breach and **I am writing to arrange a time for us to discuss this concern (see details below).**

I have attached the documents that indicate this concern. As the Unit Coordinator, it is my responsibility to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity).

When we meet, we will discuss how you prepared this assessment, and any factors that may have impacted your assessment preparation. You will be asked a range of questions that may cover:

* The Thesis
* Your preparation process (including any help from friends, family, software, websites etc.)
* General challenges that may have affected you while writing up your thesis.

I encourage you to bring to the meeting any materials that help you illustrate how you prepared the Thesis (e.g., notes, drafts, textbook, your computer, or USB flash drive). I will then consider the information gathered at our discussion and the documents attached (and any other relevant information) to make a decision about whether an academic breach/misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time for us to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The [Student Guild](https://ecuguild.org.au/student-assist/) can help you prepare for the meeting and attend the meeting with you in a supporting role.

At my discretion, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me (and as attached)**. If this occurs, you will be formally advised of the decision and any outcomes of that decision once the investigation is complete, including action that you may need to take.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

## **Concerning/Serious Research Academic Misconduct** (ADR/Dean GRS or GRS equivalent to meet)

Suggested wording when advising a student that a case of academic misconduct has been submitted.

Send either in letter format or as an e-mail (always to the student ECU e-mail address)

If in letter format/not required if an e-mail <insert date> & <insert student ID>

If an e-mail is being sent, then suggested the heading is:

Allegation of Research Academic Misconduct: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

I am writing to you in my capacity as **<Associate Dean Research (ADR) OR Dean, Graduate Research School [inset one only]>** to advise of concerns that your <**insert Research Project/Pre-submission Thesis or Post-Submission Thesis, etc. [insert only one]>** *may* contain elements of serious research academic misconduct, and to arrange a time for a Research Academic Panel (the Panel) to discuss this with you.

The details of the concern/allegation are:

**Project Title:**

**Principal Supervisor(s):**

**Date(s) of alleged act of research academic misconduct:**

**Allegation:**

I have attached the document(s) that support the concern(s)/allegation(s) and, in accordance with the provisions of the University’s Academic Misconduct Rules (Student), it is the responsibility of the Panel to investigate this further. You can access the Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity). The Panel will consist of myself, a Senior Academic from within the School and the Manager, Learning Support **or** the Manager, Research Governance **[include just the relevant Manager]**.

Insert either/or – refer to the case allocation e-mail to identify which option to use.

**Ethics Suspended:**

As per the attached letter *[this will be an attachment in the AIMSystem case that you will need to download to attach to this e-mail]*, the Human Research Ethics Committee has been notified of this issue and have advised that the ethics approval for this project is suspended pending this investigation. Please ensure that no further research is conducted until you receive written instruction from the Research Ethics Team.

**Ethics application paused:**

As per the attached letter*[this will be an attachment in the AIMSystem case that you will need to download to attach to this e-mail]*, the Human Research Ethics Committee has been notified of this issue and have advised that the review of your ethics application has been paused pending this investigation.  The Ethics Committee will provide further feedback on your application once this issue has been resolved.

When we meet my aim will be to gather additional information from you in relation to the allegation, and any factors that may have had an impact. You will be asked a range of questions that may cover:

* **Insert the document of concern (e.g. Your Research Project)**
* **<insert here the specific questions you will be seeking to answer>**
* Any general challenges that may have had an impact.

You are encouraged to bring to the discussion any materials that may help in the discussion. The Panel will then consider the information gathered, including the documents attached (along with any other relevant information) to make a decision about whether misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The [Student Guild](https://ecuguild.org.au/student-assist/) can help you prepare for the meeting and can attend the meeting with you in a supporting role. You should contact them ***as soon as possible*** on receiving this ***e-mail/letter***, as they can be fully booked for up to 2 weeks during busy periods.

At my discretion, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. *A note-taker may also be in attendance* (remove as applicable). When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **the Panel will make a decision on the allegation based on the information available to me**. This is attached for your information. If this occurs, you will be formally advised of the decision and any outcomes of that decision, once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

## **Serious Research Academic Misconduct** (all members of Panel at the meeting):

Suggested wording when advising a student that a case of academic misconduct has been submitted.

Send either in letter format or as an e-mail (always to the student ECU e-mail address)

<insert date – if in letter format/not required if an e-mail>

<insert student ID>

If an e-mail is being sent, then suggest the heading as:

Allegation of Academic Misconduct: Case Number ***<insert case number Name of student & student ID>***

Dear **<insert student first name/name known by**>

I am writing to you in my capacity as **<Associate Dean Research (ADR) OR Dean, Graduate Research School>** to advise you that concerns have been raised that your <insert Research Project/Pre-submission Thesis or Post-Submission Thesis> *may* contain elements of research academic misconduct, and to arrange a time for us to discuss this (see details below)

The detail of the allegation is as follows:

**Project Title:**

**Principal Supervisor(s):**

**Date(s) of alleged act of research academic misconduct:**

**Allegation:**

I have attached the documents that support the allegation where available.

It will be the responsibility of a Research Academic Panel (the Panel) to investigate this further, in accordance with the University’s Academic Misconduct Rules (Student). You can access these Rules from the [Student Academic Integrity Website](https://intranet.ecu.edu.au/student/my-studies/academic-integrity/acting-with-academic-integrity). The Panel will consist of myself, a Senior Academic and the Manager, Learning Support or the Manager, Research Governance. *A note-taker may also be in attendance (remove as applicable).*

[Insert wording here to advise student ethics application has been paused/suspended]

[Insert wording here to advise student ethics application has been paused/suspended]

When we meet the aim of the Panel will be to gather additional information from you in relation to the allegation, and any factors that may have had an impact. You will be asked a range of questions that may cover:

* **<insert here the specific questions you will be seeking to answer>**
* Any general challenges that may have had an impact.

You are encouraged to bring to the discussion any materials that may help in the discussion. The Panel will then consider the information gathered, including the documents attached (along with any other relevant information) to make a decision about whether misconduct has occurred.

Please contact ***<insert contact details>*** within seven days of the date of this ***e-mail/letter*** to arrange a date and time to meet. You may bring someone to support you in this meeting. It can be anyone *except* a lawyer or someone who is legally trained (as this is not a legal proceeding). The [Student Guild](https://ecuguild.org.au/student-assist/) can help you prepare for the meeting and can attend the meeting with you in a supporting role. You should contact them ***as soon as possible*** on receiving this ***e-mail/letter***, as they can be fully booked for up to 2 weeks during busy periods.

At the discretion of the Panel, the meeting may be conducted face-to face, or by telephone, teleconference or videoconference as required. When arranging the meeting, *please indicate if you have any preference for the format*. My current availability is:

1. Day-date-time
2. Day-date-time
3. Day-date-time

Finally, if you do not contact me within seven days to arrange a meeting, **I will make a decision on the allegation based on the information available to me**. This is attached for your information. If this occurs, you will be formally advised of the decision and any outcomes of that decision, once the investigation is complete.

Yours sincerely,

***<insert e-mail signature of if by letter - name, title, and affiliation>***

# **Coursework & Examination Forms of Misconduct** (possible wording to use)

|  |  |
| --- | --- |
| Form Name  (Refer to the case allocation e-mail) | Form definition  [suggested text to use in the <insert *allegation details>*; section (2nd paragraph)] |
| **COURSEWORK** |  |
| Plagiarism - academic conventions | contains elements that have been plagiarised: copied from sources without appropriate paraphrasing, referencing or acknowledgement. |
| Plagiarism - copied previous work | contains elements that have been plagiarised: there was a high similarity to work submitted previously by a student(s). |
| Plagiarism - unacknowledged use of a generative artificial intelligence tool | contained elements that has been plagiarised: the use of sources created by a generative artificial intelligence tool without appropriate acknowledgement. |
| Editorial assistance (received) | contains elements that suggest you may have received inappropriate editorial assistance. |
| Unauthorised collaboration - individual | contains elements that have a high similarity to work submitted by another student(s). This indicates that you may have engaged in unauthorised collaboration: working with another student(s), when the assessment had to be completed individually. |
| Unauthorised collaboration - group | contains elements that have a high similarity to work submitted by another group. This indicates that you may have engaged in unauthorised collaboration: working with another group when the assessment required to be completed in your own group. |
| Misrepresentation | contained elements that misrepresents the contributions of individual members in the group assessment. |
| Cheating in an examination (generic when no other form is applicable) | *Refer to the allegation section in the allocation e-mail for details to include* |
| Contract Cheating | contains elements that suggest another person has completed the work on your behalf. |
| Impersonation (allowed impersonation) | suggests that you have allowed someone else to complete the work on your behalf. This is impersonation. |
| Fabrication/Falsification (citations) | contains references for sources that do not exist. |
|  |  |
| **EXAMINATION** |  |
| Access to unauthorised materials | had access to unauthorised materials (written notes, printed reference material etc.) during the examination. |
| (1 occasion) Communicated/attempted to with another student | communicated or attempted to communicate with another student(s), during the examination. |
| (>1 occasion) Communicated/attempted to with another student on a number of occasions. | communicated or attempted to communicate with another student(s), on more than one occasion during the examination. |
| (1 occasion) copied/attempted to from another student | copied or attempted to copy from another student during the examination. |
| (>1 occasion) copied/attempted to from another student on more than one occasion | copied or attempted to copy from another student on more than one occasion during the examination. |
| Disobeyed the instructions of an Invigilator | ignored or disobeyed the instructions of an invigilator during the examination. |
| Systematic/sophisticated/technological means (not electronic device) | accessed or attempted to access <insert the means> during the examination. This is considered a systematic, sophisticated, or technological means that was not permitted in the examination. |
| Used/attempted to unauthorised materials | attempted to use or used unauthorised materials (written notes, printed reference material etc.) during the examination |
| False Student ID (impersonator) | presented to the examination invigilator a false student ID in an attempt to complete the examination on behalf of that student. |
| False Student ID (student being impersonated) | arranged for a false student ID to be presented to the examination invigilator in an attempt to have another student complete the examination on your behalf. |
| Unauthorised electronic device (used/attempted to use) | used or attempted to use an electronic device that was not permitted for use during the examination. |
| communicated using technological means | communicated or attempted to communicate with another student during the examination using <insert the means> which was not permitted for use. |
| Fabrication/Falsification (Documents) | See specific suggested templated wording. |
| Impersonation (allowed impersonation) | allowed another person to impersonate you to complete the examination on your behalf. |
| (Provided) Inappropriate Editorial Assistance | work submitted by another student(s) contained elements that suggested had been copied and pasted from an assessment you had previously submitted. |

Note: Self-plagiarism as a form of misconduct was revmoved from the list in June 2023 as not longer considered a form of misconduct.