

Detail: Adequate but not excessive detail is provided in relation to reporting, recording, confidentiality and the appeals process.

Example: Griffith University's [Student academic misconduct policy](#) provides clear guidance for the Student Academic Integrity Coordinator to include in communicating the decision to the student about the outcome (penalty) for an academic integrity breach.

Griffith University

In the case of a penalty being imposed on the student:

“a hard copy letter is to be forwarded to the latest mailing address advised by the student. The letter to the student addresses:

- what specific actions of the student raised concerns
- what the subsequent actions to these concerns were
- where applicable, appropriate sources of study skills help
- the need to discuss their work with academic staff if they are uncertain about how to avoid subsequent breaches of academic integrity
- the student's Student Academic Integrity Management System record
- the Educational Response or Penalty
- the serious consequences of subsequent offences, and spells out the actions and penalties that will be applied
- where relevant, the student's right to appeal a Penalty to the University's Appeals Committee under the provisions of the Student Grievances and Appeals Policy.”

Source: <http://policies.griffith.edu.au/pdf/Student%20Academic%20Misconduct%20Policy.pdf>

Acknowledgement:

This content is an adaptation of the format from the following resource:

Academic Integrity Standards Project (AISP): Aligning Policy and Practice in Australian Universities (2012). *Elements of exemplary academic integrity policy*, Office for Learning and Teaching Priority Project 2010-2012, <http://www.aisp.apfei.edu.au/content/exemplary-elements-policy>.