

Preparing for an Academic Misconduct Hearing

Students can provide a written submission for their hearings, so we recommend you make some notes on the following points to start writing your response:

- An outline of the steps you took to complete this assessment – is there an alternative explanation for the evidence you've been sent?
- Review the similarity report or evidence you've received and reflect on what you think the issues with your assessment are
- What you have done, or plan to do to ensure that this doesn't happen again such as:
 - Completing the Academic Integrity Module in the Study Help tab on Moodle
 - Accessing relevant study supports such as Learning Skills Advisors
 - Utilising the Turnitin plagiarism prevention tool and other available tools
- What evidence do you have to support your written appeal?
 - This can be your drafts, notes, emails, screenshots or other written documentation
- Did you experience any difficulties with this assessment, or did anything in your life impact on you as you completed this assessment?
- What outcome are you seeking from attending a hearing?

You will need to email this and any supporting documentation to the relevant institute appeals team **at least 1 working day before the hearing**, and you can find the email address to send this to on your notification letter. Student Advocacy can review your written response and give you feedback before you submit if you would like – please just send it to studentadvocacy@federation.edu.au

During your hearing

We recommend you have any of your notes you'd like to refer to in front of you for the scheduled hearing time.

The hearing is like an interview between you and an Academic Integrity Officer, and should be as informal and non-confrontational as possible. You will be asked your name and ID number, and if you agree to them recording the hearing. You don't have to agree to this, but it can be helpful if you need to refer to it later, so we recommend you do agree. Usually the Institute has an administrative officer present as well, to assist with record keeping.

- The Academic Integrity Officer will lead the hearing, and will outline their concerns with your work and what the evidence suggests. Be aware that they can only refer to evidence they've previously sent to you – if they introduce new evidence this may be grounds to appeal.
- They will then ask for your account of what's happened. Stay calm and refer to your notes if you need to. You can also ask them questions if you need to clarify anything.

You can ask about the potential outcomes, but you may not be told during your hearing. In any case, you will receive a written outcome within 10 working days of your hearing.

Support person

This can be a family member or friend, or anyone without legal training. They cannot speak during your hearing unless specifically asked to by the Academic Integrity Officer but it can be really helpful to have someone to take notes of the conversation and debrief with afterwards

If you would like a Student Advocate to attend your hearing as a support person, we may be able to do this, depending on the time of year and our availability - please let us know. Otherwise, you can request for someone else you know to attend as a support person. You can just contact the appeals email address on your letter to request that they are added to your hearing, or to inform them that you will have someone with you.