

## Suspicion of Academic Misconduct and the No - Penalty Conversation

Where you have marked an assessment and suspect that a student has breached the [Student Code of Conduct](#) you should investigate further. If, after further investigation where you have uncovered evidence the student has gained, or attempted to gain an unfair academic advantage with their conduct, you are obliged to report the alleged academic misconduct using the [online form](#) as per the [Academic Misconduct Procedure](#), Section 1.

If you do submit a report, it will be received by the Student Matters Team who will administer the matter as per the procedure. The Student Matters Team will forward your report to your Academic Head / Dean (depending on the seriousness of the conduct) who will consider your report to determine if there is sufficient evidence to proceed to a hearing. If there is insufficient evidence, the matter may be dismissed. Therefore, it is important that you investigate further and uncover sufficient evidence prior to submitting a report.

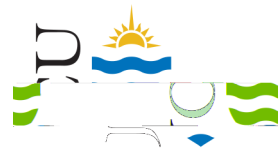
**If you choose not to submit a report:**

- x You must mark the assessment as presented by the student.
- x Do not selectively mark or omit sections to mark based on your suspicions of student work.
- x Do not apply marking penalties on the student's work for unreported conduct.

Whether the student should be penalised for breaching conduct can only be decided by the Academic Head / Dean, on reported allegations. If you impose misconduct related penalties you will have breached JCU Policies and Procedures and also the student's right to natural justice / procedural fairness.

***However, sometimes you may feel that submitting a report is not appropriate. In these cases, you may consider an alternative approach by having a [no-penalty conversation](#) with the student.***

**Circumstances where it may be appropriate to have a no**



Suggestions on what to cover during a no -penalty conversation: