

LIC Guide: Suggested text to provide students with work referred to the AIT

When a referral for potential academic misconduct has been made by the Lecturer in Charge (LIC), it is encouraged that the student be appropriately informed. The LIC, not the marker, should be responsible for informing students as they are ultimately responsible for referring a case to the Academic Integrity Team (AIT).

When do I contact the student?

Normally, the LIC will need to make a decision and refer the case before general mark release for the assessment task. The student should only be informed **after** the case has been referred through [SAMMS](#) to the AIT. LICs should be very careful not to contact students or place the comment on student's work unless it is actually referred.

How do I notify the student?

It is recommended that the LIC contact the student by placing the notice on their assessment in Canvas.

The suggested wording

Aspects of this submission have raised concerns that academic misconduct may have been involved in the preparation of this assessment.

This includes evidence that: *{add concerns; can be quite generic; see below for examples}*

The LIC has referred this case to the Academic Integrity Team (AIT).

What does this mean?

Your assessment has been flagged for potential academic misconduct; this does not mean that the case will progress to the next stage. If the case is progressed, you will be provided with an opportunity to explain how you prepared your assessment. Even if there is a finding of academic misconduct, it does not necessarily mean that a mark penalty will be applied, or that you will fail the unit.

What happens next?

An Academic Integrity Officer (AIO) will review the case and decide whether or not the evidence supports further investigation. If so, you will in due time receive correspondence through your ACU email account from the AIT. Please be patient as this may take some time. We understand that this may be a stressful situation; if you are feeling distressed, please contact [ACU Student Counselling](#) or your own healthcare provider.

You can find out more about the process and possible outcomes through resources provided by the [Student Advocacy Service](#).

Examples of concerns that could be added to personalise the notice

- In-text citations are lacking
- There are inadequate in-text citations and references
- Artificial Intelligence was used to help write the work
- Sections have been inadequately paraphrased
- Sections match closely with work previously submitted for this assessment
- Sections match closely with work submitted by another student in the cohort