November 2011

Student Misconduct Policy
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Student Misconduct Policy

Date of Implementation
This policy applies from 1 November 2011 and will be reviewed at least annually.

Purpose
The purpose of the Student Misconduct Policy is to provide:

- a fair, equitable and confidential framework and process for investigating and resolving alleged cases
- of student misconduct
- a set of principles to underpin the investigation process
- a set of procedures for dealing with confirmed acts of misconduct by students

Entity
Unless otherwise specified, the use of the term Kaplan throughout this policy will apply to:

- Kaplan Vocational Education Pty Limited ABN 54 089 002 371

Kaplan Vocational Education Pty Limited (KE) is the vocational education division of Kaplan Inc Pty Limited.

Scope
This policy applies to alleged and confirmed incidents of misconduct, both academic and non-academic, by students enrolled in award courses at Kaplan.

Related policies
This policy should be read in conjunction with the following related Kaplan policies:

- Access and Equity Policy
- Assessment Policy
- Student Grievance Policy

Students may obtain a copy of Kaplan Professional Education policies from the Kaplan website,

http://www.kaplanprofessional.edu.au/Study_Information
Disciplinary fail – Financial Services subjects only

The result code ‘disciplinary fail’ may be imposed for Financial Services students as a penalty for academic misconduct. A ‘disciplinary fail’ will be recorded internally on the student’s record and a ‘fail’ result will be recorded on any public record relating to that assessment event or subject.

A student who receives more than one disciplinary fail during the course of their studies may be suspended or excluded from studying at Kaplan for a determined period of time.

Non-academic misconduct

Non-academic misconduct is any action or conduct by a student relating to people or property, which is contrary to the generally accepted standards expected by Kaplan. Non-academic misconduct may include a student:

- behaving inappropriately in a lecture, workshop, seminar, discussion forum or activity under the administration or supervision of Kaplan e.g. repeated disruption to the learning environment
- obstructing any Kaplan staff member in the performance of their duties
- acting dishonestly or knowingly making any false or misleading representation in relation to admission to Kaplan or subject enrolment
- altering or defacing any document or record belonging to Kaplan
- misusing, stealing, destroying or damaging any property (including computer and communications facilities) of Kaplan, a staff member or another student
- wilfully disobeying or disregarding any order, direction or condition made by Kaplan
- failing to comply with any condition or penalty imposed for student misconduct under this policy
- interfering with the freedom of others to pursue their studies or carry out their work-related functions at Kaplan
- harassing or intimidating another student or staff member because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, religious beliefs or political conviction or for any other reason, and
- unreasonably prejudicing the good name, academic standing or good order and government of Kaplan.
Plagiarism

Plagiarism refers to:

- any use of or attempt to use the work, words or ideas of others without attribution of the author, or any attempt to pass off the work, words or ideas of others as the writer’s own.

- in the context of assessment plagiarism occurs when a student:
  - presents any phrase or extracts verbatim from any source, including Kaplan subject or lecture notes, books, articles, reports or other written documents (published or unpublished), drawings, computer programs or software, web sites or other electronic sources, without appropriate use of quotation marks or reference to the author

- copies or paraphrases material quoted from other sources in Kaplan subject notes or lecture materials, even though the source may be acknowledged in the Kaplan material, without appropriate use of quotation marks or reference to the author

- copies or paraphrases all or part of another person’s work or otherwise presents another person’s work as their own, or copies or paraphrases another person’s work with very minor changes keeping the meaning, form and/or progression of ideas of the original pieces together sections of the work of others into a new whole without acknowledgement

- presents an assessment event as their own work when it has been produced, in whole or part with other people, for example, with other students, practitioners or work colleagues

- claims credit for a proportion of work contributed to a group assessment event that is greater than that actually contributed

- presents all or part of an assessment event which has previously been submitted by another student (past or present) in their assessment

- copies from Kaplan’s subject notes in an assessment event without acknowledging the notes as the source.

Such acts are considered to be plagiarism whether they occur intentionally or carelessly.
Principles

Kaplan will implement this policy in accordance with the following general principles:

1. Each case of alleged misconduct must be dealt with on its merits, in consideration of the circumstances surrounding the case and in accordance with this policy.

2. Any student who is the subject of an allegation of an act of misconduct is entitled to be treated fairly, with dignity and with due regard to their privacy. Kaplan will treat all students facing allegations of an act of misconduct fairly and equitably, regardless of gender, race, ethnicity, age, disability or background, consistent with equal opportunity policy and the principles of natural justice and procedural fairness.

3. Any student who is the subject of an allegation of an act of misconduct is entitled to be regarded as not having committed the act of misconduct alleged unless and until:
   - they admit to the misconduct, or
   - a fair and proper investigation or hearing leads to a reasonable determination that they committed an act of misconduct.

4. Knowledge that a student has acted in a particular way in the past will not be assumed to be evidence that they have acted in the same manner again. Such knowledge may, however, be evidence that the student is aware that such action constitutes an act of misconduct, or may be considered relevant to the level of penalty that may be imposed.

5. Where any work (or part of work) submitted as an assessment event or assessment item by two or more students is deemed by a Kaplan marker or staff member to be the same or substantially the same, Kaplan will consider this to be prima facie evidence of copying by those students.

6. Students are to be informed of their rights and responsibilities in relation to academic misconduct and its investigation.
Student misconduct procedure

Kaplan applies the following procedure to deal with allegations of Acts of misconduct.

1. Stage 1: Alleged misconduct reported
2. Stage 2: Initial investigation
3. Stage 3: Review of evidence
   - Misconduct identified
   - No misconduct identified
   - Misconduct cannot be resolved or established
4. Stage 4: Determination & penalty
   - No misconduct identified
   - Misconduct identified
   - Student notified of outcome
5. Stage 5: Review Panel
   - Determination
Guidelines for alleged cases of student misconduct

These guidelines are provided to facilitate the investigation and resolution of alleged acts of misconduct at Kaplan.

Stage 1 — Alleged misconduct reported

Where a Kaplan staff member, marker or other Kaplan approved individual reasonably believe or suspect that an act of misconduct by a student has occurred, or may have occurred, that person must complete a Report of Alleged Act of Misconduct (Appendix A) in collaboration with a Kaplan Professional Education customer adviser and submit to the appropriate manager within two (2) working days of the matter being detected. Confidentiality is to be maintained by all parties in this process.

Stage 2 — Initial investigation of alleged misconduct

Initial investigation

The appropriate divisional manager will organise for the investigation of the allegation in consultation with the relevant National Managers/General Manager to determine if there is a case for misconduct.

This investigation will generally take no longer than five (5) working days and will usually involve an interview with the student to discuss the allegations.

Once a suspected case of misconduct has been brought to the attention of Kaplan and is under investigation the assessment item in question will be withheld from the student and the release of their results deferred until all proceedings relevant to the allegation have been finalised

In addition to information from the initial interview the investigation will consider:

- the Report documented by the relevant individual and any additional comments they make,
- the type of alleged act of misconduct and the seriousness of the allegation(s) made,
- the available evidence presented (e.g. assessment submitted by student for marking), and
- any time constraints involved or procedural expediency required.
Admission of misconduct by a student

If, at any time during the process of the investigation (prior to, or during the interview) the student concerned formally admits to the alleged act of misconduct, then all further investigation, hearing or referral of the allegation ceases.

A determination will then be made as to an appropriate penalty.

Stage 3 — Review of evidence and identification of misconduct

Following the investigation and interview the evidence will be reviewed by the responsible Manager to determine if there is a case of academic misconduct.

Misconduct identified

If there is a case of misconduct a penalty will be decided. See Stage 4 – Determination and notification of outcome.

No misconduct identified

If it is decided there is no case of misconduct the student will be formally notified in writing of the outcome of the investigation within (5) days, and their assessment item and results will be released.

Misconduct cannot be resolved or established

If the misconduct matter cannot be resolved after investigation it will be referred to a Review Panel. See Stage 5 Hearing of misconduct by Review Panel
Stage 4 — Determination and notification of outcome

Within ten (10) working days of the conclusion of the interview or hearing (if one was held) Kaplan will send the student a letter advising them of the decision in relation to the misconduct.

Where Kaplan determines that the student did commit the alleged act of misconduct in relation to all or part of an assessment event or assessment item the letter will contain:

- the reasons for the decision and any penalty to be imposed
- details on their the student’s right to appeal against all, or part of the decision, and the procedures and timelines to be followed for lodging an application for an appeal against the misconduct decision
- notification of their results following the implementation of the penalty imposed

Where it is determined that the student did not commit the alleged act of misconduct in relation to all or part of an assessment event or assessment item the letter will contain:

- the reasons for the decision
- details of the marking of the assessment, or, if already marked, the release of the student’s results.

Copies of all correspondence to students in relation to allegations of misconduct must be filed on the student’s record, and any other appropriate files.

Penalty provisions

Determining the recommended penalty for an act of misconduct

In all acts of misconduct, the penalty imposed should be appropriate to the nature and gravity of the act of misconduct established by the evidence.

The decision by Kaplan on the penalty must take into account, but is not limited to:

- the previous discipline record of the student concerned
- whether the student admitted to the alleged misconduct (and whether the student came forward on their initiative and made an admission)
- whether the student assisted or hindered the investigation process
- whether or not there were any significant extenuating circumstances or mitigating factors
- the type of misconduct involved, whether academic or non-academic
- the number of students affected by or involved in the misconduct
- the impact of the misconduct on other students
- the benefit derived from the misconduct by the student
- any other previous cases of student disciplinary action which it believes is similar to the allegation of misconduct under consideration
Kaplan may also consider other factors such as:

- the evidence of use, or opportunity to use, unauthorised material prior to its discovery in an assessment
- the amount and relevance of any unauthorised material discovered in the student's possession during an examination
- the amount and extent of material submitted which is believed to have been derived from the student's collusion, rather than from individual, or allowable collaborative effort
- whether the student/s involved acted within the definition of collaboration
- the amount and type of material plagiarised by the student
- whether the plagiarism was intended, careless, inadvertent or committed by the student out of ignorance of the academic conventions of attribution
- the weighting of the assessment event or assessment item in relation to the overall marks for the relevant subject
Penalty for proven Acts of Academic Misconduct

Where Kaplan determines that a student has committed an Act of Academic Misconduct, Kaplan must establish if there is a record of the student previously having been found guilty of academic misconduct before considering the penalty to be imposed. If a previous record exists, then the student may be automatically suspended or excluded for a period of time.

After checking the student's record, Kaplan may, as it thinks fit in the circumstances, order that any one or more of the following academic penalties, in full or in part, be imposed on the student:

- a formal caution or reprimand, to be recorded on the student's record with Kaplan
- a deduction of a specific number of marks for the assessment event/item (or part thereof)
- a result code of ‘Disciplinary fail’ be recorded on the student's record, and a ‘Fail’ grade reported on any public record relating to that assessment event, assessment item or relevant subject
- the imposition of a maximum allowable grade (i.e. a ‘Pass’ grade) for the assessment event/item or subject
- the annulment or disallowance of the student’s results in the assessment event/item or relevant subject, resulting in a zero mark awarded and recorded as a ‘Disciplinary fail’ on the student's record, and as a ‘Fail’ grade on any public record relating to that assessment item or subject
- a requirement to undertake further or supplementary assessment event/s or assessment item/s with the costs associated with marking and evaluating the additional assessment item to be borne by the student
- the exclusion of the student from Kaplan courses permanently or suspension for a period of time as specified by Kaplan.

Penalty for proven Acts of Non-academic Misconduct

Where Kaplan determines on the evidence that a student committed an Act of Non-academic Misconduct, Kaplan must first ascertain whether there is any record of the student previously having been found guilty of non-academic misconduct before considering the penalty.

After checking the student's record, Kaplan may then consider the question of an appropriate penalty and may, as it thinks fit in the circumstances, order that any one or more of the following non-academic penalties be imposed on the student concerned:

- a formal caution or reprimand (to be recorded on the student's record)
- suspension from enrolment in a subject, or all subjects offered by Kaplan for a specified period
- payment of a sum sufficient to make good any damage caused by the student to the property, performance or standing of Kaplan, a staff member or another student.
Stage 5 — Hearing of matter by Review Panel

If the misconduct matter cannot be resolved after investigation it will be referred to a Review Panel.

The Review Panel will:

- advise the student/s in writing of the alleged offence and invite them to a formal hearing with the Review Panel to discuss the allegations
- convene a hearing with the Review Panel to hear the case of alleged misconduct within seven (7) working days of the student being informed
- be comprised of two (2) internal managers and one (1) independent person.

Notice of misconduct hearing

A student alleged to have engaged in an act of misconduct must be notified in writing of the hearing of their matter by the Review Panel at least seven (7) working days prior to the hearing date. Students must be provided with:

- the general allegation(s) made against them, together with specific details such as the subject or unit in which the misconduct was alleged to have occurred, the relevant assessment event or assessment item, the year and trimester, the person who made the allegation and brief description of the alleged Act of Misconduct
- the date, time and location of the hearing and any particulars relating to the alleged act of misconduct, including the type, extent and circumstances of the misconduct alleged details of the procedures to be followed by the Panel at the hearing and their role in the hearing
- a copy of the Student Misconduct policy
- notification that the student should attend the hearing in person (unless this is not feasible due to geographic, or other reasons) and a list of options available to the student if they cannot attend the hearing on the date set
- notification that, if desired, the student may have one support person attend the hearing as long as notification that the student has five (5) working days after receipt of the Notice of Misconduct Hearing to make any queries or objections in relation to the hearing or composition of the Panel

any other information that, in the interests of natural justice and procedural fairness, the Panel deems necessary to provide.
Student’s confirmation

The student will be sent a Confirmation of Receipt of Hearing Notice (Appendix B) requesting them to:

- confirm receipt of the Notice and their attendance at the hearing
- advise whether a support person will be attending the hearing.

Failure to confirm their attendance/non attendance at least two (2) days prior to the hearing day will result in an automatic disciplinary fail in the assessment.

Real Estate results will show a ‘No Result’ entry in these circumstances.

Constitution of the Misconduct Review Panel

The Panel will consist of three (3) members:

- the manager of the related business unit, who will chair the Panel
- the appropriate General Manager or their delegated authority
- an independent person nominated by the manager of the related business unit, with guidance from the Manager.

Any member appointed to the Panel must disqualify themselves from reviewing the allegation and nominate a replacement if that member has:

- been involved in any matter or activity that has, or could, potentially lead to bias, prejudice or a conflict of interest, or would lead a reasonable person to conclude an allegation of bias, prejudice or conflict of interest in relation to the allegation, or
- a personal involvement in or connection with the student concerned or with the matters to be heard.
Powers/duties of the Misconduct Review Panel

- A duly constituted Panel may:
  - determine the conduct of investigations into the alleged act of misconduct, and determine the procedures to be adopted at a hearing, consistent with general principles of procedural fairness
  - make such inquiries as it thinks fit prior to and during the hearing
  - call any person to give evidence or examine or cross-examine any person giving evidence at the hearing when reasonably necessary to do so, as long as that person is not legal counsel
  - ask any staff member or the student concerned, at any time, to present additional evidence where it is reasonable to do so
  - reasonably adjourn the hearing if and when required
  - determine whether or not an act of misconduct has occurred and whether or not the student concerned committed that act
  - to recommend a penalty in accordance with this Policy

The Panel must also submit a written report to the relevant General Manager containing the actual findings and outcomes of the Panel for the record and for any further action required, within three (3) working days of the Panel completing its investigation.

Conduct of the hearing

The hearing into the act of misconduct will be minuted and may be referred to by the Panel members or the student during the hearing and/or during any deliberations. The minutes may also be referred to by the Appeals Subcommittee in the event of an appeal by the student against the Panel’s decision.

At the hearing, the student alleged of the act of misconduct is entitled to:

- provide any evidence, present a defence, correct any information and explain their conduct and any mitigating factors or extenuating circumstances relevant to the allegation, and
- hear all the evidence presented, examine all written submissions and question any person who gives evidence before the Panel.
Stage 6 — Appeals process

Right to appeal
Any student subject to a determination or penalty in relation to an act of misconduct is entitled to appeal to the Appeals Subcommittee against the determination made or the penalty imposed.

Notice of appeal
If a student wishes to appeal against a determination, they must lodge a written Notice of Appeal (Appendix C) to Kaplan within ten (10) working days of receiving the Notification Letter.

In the Notice of Appeal the student must specifically request an appeal and provide evidence supporting the stated grounds for appeal or any new information not previously provided in support of the appeal application, and specify the outcome they seek.

Grounds for appeal
The appeal against the determination may be made on one or more of the following grounds:

- that the penalty imposed was excessive having regard to the facts of the matter
- that new evidence of a relevant nature is available
- that the decision was made without due consideration of the facts, evidence or circumstances
- that there was bias, prejudice or a conflict of interest by the investigative or hearing body, or
- that some significant policy or procedural irregularity had occurred in the investigation or hearing.

Where a student has already admitted to the act of misconduct prior to, or at the investigation or hearing, the grounds of appeal will be strictly limited to the severity of the penalty.

Constitution of the Appeals Subcommittee
The Appeals Subcommittee will be constituted by the Chair of the Academic Committee as a subcommittee of the Academic Committee. It will comprise at least three (3) members of the Academic Committee, selected and appointed by the Chair, with guidance from the General Manager Financial Services Education, to hear and determine the appeal.

The Chair may also appoint a non-voting secretary to the Appeals Subcommittee to keep a confidential record of the Appeals Subcommittee hearing.
The Appeals Subcommittee must not include any member who has:

- been involved in the original investigation or hearing of the allegation
- a personal involvement in, or connection with the student concerned, or with the matters to be heard, or
- been involved in any matter or activity that has or could potentially lead to bias, prejudice or a conflict of interest or would lead a reasonable person to conclude a bias, prejudice or conflict of interest in relation to the grievance.

Any member appointed to the Appeals Subcommittee who is ineligible to sit as a member must declare the reason for ineligibility and disqualify themselves. The Chair will then select a suitable replacement.

**Duties and powers of the Appeals Subcommittee**

The Appeals Subcommittee will determine:

- the general conduct and order of the appeal hearing
- the procedures to be adopted, as it thinks fit, based on general principles of natural justice and procedural fairness, and the nature of the appeal
- the order of proceedings at the hearing. In particular, it may decide whether the student will open proceedings and present their case or whether Kaplan will open proceedings.

The Appeals Subcommittee has the power to:

- hear the appeal against the original determination in full, or to only hear specific points raised by the student in their appeal application
- review, uphold, dismiss or vary the determination
- review, uphold, dismiss or vary the penalty imposed
- make any one of the orders or penalties which the Panel has the power to make and enforce, and
- refer a matter back to the Review Panel or relevant manager for further inquiry and determination.

Where the Appeals Subcommittee decides to refer the matter back to the Panel or relevant manager the manager of the relevant business unit will promptly notify the Chair of the Appeals Subcommittee of the outcome of the reconsideration.

If, at the appeal hearing, the student introduces new evidence not previously provided to the Panel hearing, the Appeals Subcommittee may refer the hearing back to the original Panel or relevant manager, or may continue hearing the appeal and question the student on the new evidence.
Dismissing an appeal application

On receiving the student's appeal application, the Chair of the Appeals Subcommittee must decide whether to grant or dismiss the application.

Depending on the nature and circumstances of the appeal and the student's grounds for appeal, the Chair of the Appeals Subcommittee may determine that there are no grounds for appeal, the appeal is lacking in substance, or is frivolous or vexatious. In this case the Chair of the Appeals Subcommittee may determine that no hearing is necessary and dismiss the appeal application.

The decision of the Chair of the Appeals Subcommittee to dismiss the appeal application is final and there is no further right of appeal within Kaplan.

Where the Chair of the Appeals Subcommittee dismisses an appeal application students will receive written notification from the appropriate divisional manager informing the student
- that their appeal application was not successful
- of the reasons why their appeal application was not successful

Appeal hearing

Where the Chair of the Appeals Subcommittee allows an appeal application, the manager of the relevant business unit will convene a meeting of the Appeals Subcommittee to hear the appeal within a reasonable time, which will normally be not more than ten (10) working days after receiving the Notice of Appeal.

The Appeals Subcommittee will consider all documentation submitted in connection with the appeal, including any written submissions from the student and any representative of Kaplan. It may also refer to any documentation or evidence tendered during the investigation or hearing as considered by the Panel in allowing the appeal.

At the appeal hearing, the student is entitled to be represented by legal counsel or by another person appointed by the student. Kaplan may also appoint a legal representative to represent it at the hearing.

If required, the relevant Kaplan representative or their nominee may, on behalf of Kaplan, defend Kaplan's original decision in relation to the misconduct.

At the appeal hearing, the student and, if required the relevant Kaplan manager or their nominee may call and cross-examine witnesses and, at the conclusion of evidence, may address the Appeals Subcommittee.

The Appeals Subcommittee may reasonably withdraw at any time during the appeal hearing to consider any matter it deems relevant.
Appeals Subcommittee decision

After hearing from all parties, the Appeals Subcommittee must decide, by a majority vote, whether to uphold or deny the appeal within ten (10) working days after the conclusion of the hearing.

The determination of the Appeals Subcommittee must be communicated in writing to the student and any staff members involved.

The proceedings and decision of an appeal will be kept confidential, subject to the operation of law.

A student is entitled to be informed of the determination of the Appeals Subcommittee and reasons for the determination. A student may also request access to records of the hearing.

A decision of the Appeals Subcommittee is final and binding on all parties. There is no further right of appeal within Kaplan.

Should the appeals process not resolve the matter to the student's satisfaction, the student may pursue relevant legal action available to them under Commonwealth or State legislation.

If an appeal is upheld

Where the Appeals Subcommittee upholds an appeal against Kaplan's decision, the original decision is overruled and any penalty imposed or recommended is also nullified.

Where the Appeals Subcommittee upholds an appeal against the severity of the penalty imposed or recommended in the original decision by Kaplan representatives, the Appeals Subcommittee may reduce the penalty to a lesser penalty as provided in this Policy.

If an appeal is not upheld

Where the Appeals Subcommittee does not uphold an appeal, the original decision of Kaplan is confirmed and may be processed, along with any penalty imposed or recommendation made.

Even though the Appeals Subcommittee may not uphold an appeal of Kaplan's decision, it may still determine that the penalty imposed or recommended in that original decision should be reduced to a lesser penalty.
**Documentation**

The details relating to allegations of Acts of misconduct, both academic and non-academic must be documented in writing and recorded on file in the relevant Kaplan state office and, where appropriate, in the students individual file.

All records of the alleged Act of misconduct will be retained on file for a period of five years.

Below is a checklist of documents that may be used during any investigation in alleged misconduct:

- initial Report of Alleged Act of Misconduct submitted by the marker or Kaplan appointed person (Appendix A)
- notification to the student of the outcome of the investigation into the reported misconduct
- Notice of Misconduct Hearing - letter to student notifying them of the hearing date
- Confirmation of Receipt of Hearing Notice (appendix B)
- Notification Letter — notification of outcome and the right to appeal
- Notice of Appeal (appendix C)
- Appeals Subcommittee decision
- any documentation or evidence tendered at the misconduct and/or appeals hearing, and
- any other documentation relevant to the investigation of the allegation.

**Enquiries**

If you have any enquiries about this policy please contact Kaplan Customer Service.

**Responsible Officer**

The Responsible Officer for this policy is the Head, Operations & Customer Service or a delegated authority.
Appendix A

Report of Alleged Act of Misconduct

Student name: ________________________________________ Student ID number: ________

Subject name: ________________________________________ Subject number: ________

Trimester/Year: __________________________________________

Date of alleged misconduct: _____________________________________

Marker/Kaplan representative name: __________________________________________

Marker/Kaplan representative ID (if applicable): _____________________________

Marker/Kaplan representative signature: _________________________________

Details of alleged misconduct (attach additional pages if required):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action taken (attach additional pages if required):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Customer Advice Centre representative name: _____________________________

Customer Advice Centre representative signature: ___________________________

Date: ____________________________________________________________________

For office use only:

☐ Referred to appropriate divisional manager for further investigation

☐ Incident resolved

☐ Copy filed
Appendix B

Confirmation of Receipt of Hearing notice

This form is to be completed by the student and returned to the manager of the appropriate business unit at the address below at least two (2) working days prior to the hearing date. Failure to confirm attendance/non attendance at this hearing will be deemed an admission of the allegation of misconduct.

Appropriate penalties will be determined by the Review Panel.

I _______________________ (student name) confirm that I have received notice from Kaplan of a hearing into an alleged case of academic misconduct for a piece of assessment that I have submitted as an enrolled Kaplan student.

I _______________________ (student name) confirm that I will be attending this hearing, as outlined in the details below.

Course name: __________________________ Subject name: ________________

Assessment item: ___________________________________________________________

Date of hearing:_______________________________ Time of hearing: _______________

Hearing venue: _____________________________________________________________

Name of support person (if applicable): _________________________________________

Student name: __________________________ Student signature: ___________________

Please forward this form and any other relevant information to the address below:

Manager, Business Operations
Kaplan Professional Education,
GPO Box 9995, Sydney NSW 2001
Appendix C

Notice of Appeal

This form is to be completed by a student who is lodging a Notice of Appeal to the Appeals Subcommittee in reference to the outcome Kaplan’s investigation into an alleged act of academic misconduct.

This completed form and any supporting documentation must be submitted to Kaplan at the address below within ten (10) working days of the student receiving notification of the outcome of the review into the alleged act of misconduct.

Student name: ______________________________ Student ID number: _______________

Subject name: ______________________________ Subject number: _________________

Trimester/Year: ____________________________________________________________

Details of evidence supporting appeal (attach additional pages if required):

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Student name ______________________________________________________________

Student signature ___________________________________________________________

Date: ____________________________________________________________________

Forward completed form and supporting documentation to

Manager, Business Operations
Kaplan Professional Education,
GPO 9995, Sydney, NSW 2001