



This guide is intended for UNSW staff and shows how to refer



Selecting the Plagiarism Type

4. Select Student Misconduct as the issue.



Providing Details of the Plagiarism

- 11. Input the dates of when the student was notified of the serious plagiarism and the date of the alleged instance of plagiarism.
- 12. Provide as much detail and information of the instance of serious plagiarism as possible to aid the Case Manager.

If further information or clarity is required, the Case Manager will be in contact.

Providing Course Details

- 13. Provide details of the course in which the instance of plagiarism occurred.
- 14. If the course name or code is only partially known,



16. In the file upload page, enter a description and include any contextual information to help un0.092 88lctn the file