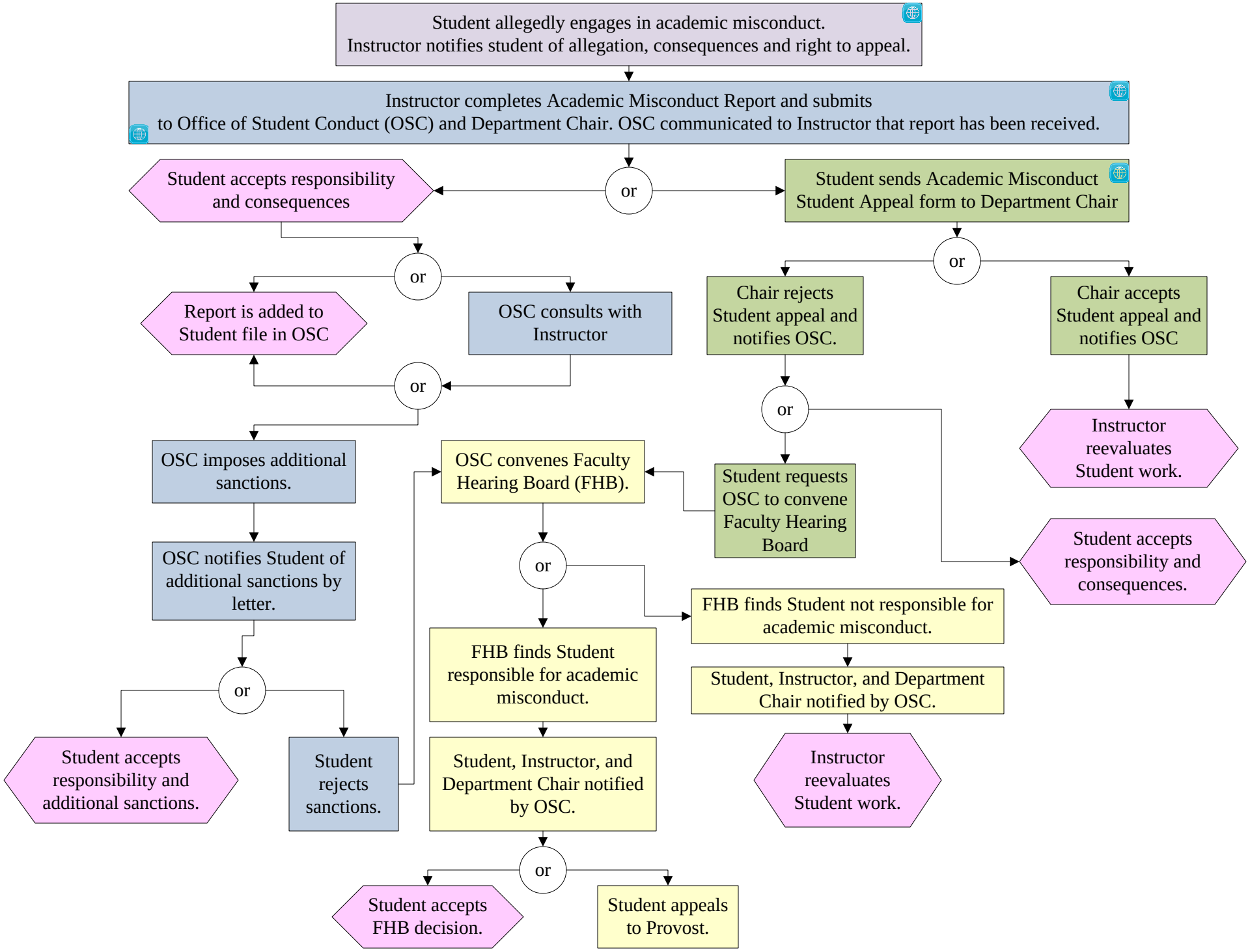Guide to Handling a Suspected Case of Academic Misconduct