

Record investigation outcomes

The Course Convenor or Chair, Faculty Assessment Board will investigate the concern to determine if there is a case for the student to answer. The details of the investigation and the final decisions on student actions to be taken are able to be recorded using this feature.

Step before Refer to the job aid *Send, edit and view a concern letter*.

To access the Student Academic Integrity Management System, log into Griffith Portal, and choose *Learning and Teaching, Managing your teaching, Academic integrity management*.

- Choose Manage Concerns.
- A search page will be displayed.

Search for a concern

Enter any information you have in regard to the concern in the search boxes.

Choose Search (Search) to list submitted concerns.

The search results list will be displayed.

Select the concern to be investigated. *Note: Assigned concerns have a status of INVESTIGAT.*

Concern letter

The concern letter must be created and sent to the student before the investigation details can be added.

Refer to job aid *Edit, send and view a concern letter*.

Investigation

When the concern letter has been sent the Investigation (Investigation) tab will be displayed.

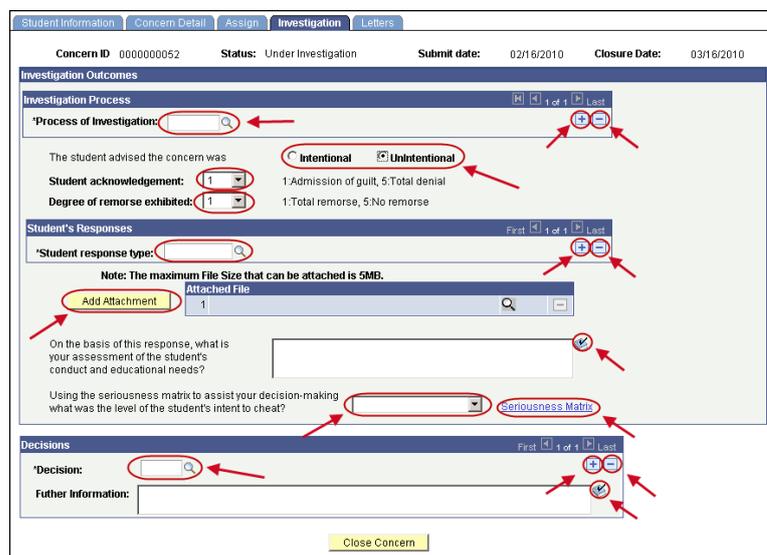
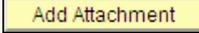


Figure 1 Investigation

Investigation fields

Field	Instructions
Process of Investigation	<p>Choose  (Process of investigation search) to select the investigation process for the concern.</p> <p>Select the <i>Type of investigation</i> or <i>Other</i> if there is no suitable process of investigation. This will display a text box for entering details.</p> <p>Multiple process types can be added.</p> <p>Choose  (Add) to add another process of investigation.</p> <p>Choose  (Delete) to delete a process of investigation.</p>
Concern was intentional/unintentional	Select the relevant radio option for this concern.
Student acknowledgement	Select the relevant level for the student's admission of guilt from the drop down list.
Degree of remorse exhibited	Select the relevant level for the degree of remorse shown by the student from the drop down list.
Student response type	<p>Choose  (Student response type search) to select the reason given by the student for the breach.</p> <p>Select the <i>Student response type</i> or <i>Other</i> if there is no suitable response type. This will display a text box for entering details.</p> <p>Multiple student response types can be added.</p> <p>Choose  (Add) to add another student response type.</p> <p>Choose  (Delete) to delete a student response type.</p>
Attachment	<p>Choose  (Add Attachment) to attach a file to be store with this concern.</p> <p>Multiple files can be attached by repeatedly choosing  (Add Attachment).</p>
Assessment	Type in details of your assessment of the student's conduct and educational needs into the text box.
Student's intent to cheat	<p>Select your evaluation of the student's intent to cheat from the drop down list .</p> <p>The Seriousness Matrix can be accessed using the Seriousness Matrix (Seriousness Matrix) link.</p>
Decision	<p>Choose  (Decision search) to select your decision on the actions to be taken as a result of the investigation.</p> <p>Multiple decisions can be added.</p> <p>Choose  (Add) to add another decision.</p> <p>Choose  (Delete) to delete a decision.</p>

Field	Instructions
Further information	Type in further information details into the text box as relevant.
Update date	If the decision requires a student action then a date box will be displayed. Choose  (Search calendar) to select the date the student's actions for the decision are to be completed. Date format is dd/mm/yyyy.
Reason for Learning Services Referral	If the decision is <i>Seek study skills</i> then a text box is displayed. Type in the reason for the Learning Services referral. The reason entered will be printed on the Learning Services referral form sent to the student.

Table 1 Record investigation outcomes fields

Check for previous breaches

Choose  (Close Concern) to check for previous breaches.

A dialog box will be displayed indicating whether the previous breaches have been found for the student.

No previous breaches

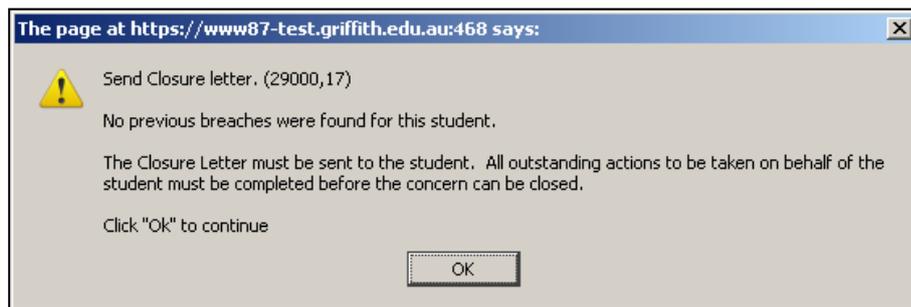


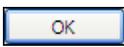
Figure 2 No previous breaches

OR

Previous breaches



Figure 3 Previous breaches

Choose  (OK) to close the dialog box.

No previous breaches	Previous breaches
<p>The closure letter must be sent to the student before the concern can be closed.</p> <p>Refer to the job aid <i>Edit, send and view closure letter</i>.</p> <p>If the student is required to complete actions (i.e. Seek help from Student Learning Services) the actions must be completed or the completion date have passed before the concern can be closed.</p> <p>Choose Close Concern (Close Concern) to close the concern.</p>	<p>The concern will then be submitted to the Student Academic Integrity Coordinator.</p> <p>The Student Academic Integrity Coordinator will contact you to discuss whether the decisions for the current concern should be changed due to the existence of previous concerns for the student.</p> <p>The Student Academic Integrity Coordinator will then assign the concern back to you to revise the decisions and/or close the concern.</p> <p>Refer to the job aid <i>Revise original decisions</i>.</p>

Table 2 No previous breaches or Previous breaches

Step after	<p>Refer to the job aid <i>Send, edit and view a closure letter</i>. (e.g. The student has no previous breaches and is not required to complete any actions.)</p> <p>Refer to the job aid <i>Send, edit and view a closure letter</i> then <i>Update student actions</i>. (e.g. The student has no previous breaches and is required to complete actions.)</p> <p>Refer to the job aid <i>Revise original decisions</i>. (e.g. The student has previous breaches.)</p>
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Related job aids

- Create a new concern
- Edit a draft concern.
- Update student actions.
- Revise original decisions.
- Send, edit and view a closure letter.

Additional learning tools / Sources of information

- See <https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff> for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email sai-coordinator@griffith.edu.au
- For assistance with technical difficulties phone EIS-Assist 373 55544.