

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.

	V						
udent Information	Concern Detail	Assign	Investigation Lette	rs			
Concern ID	0000000052	Status: U	nder Investigation	Submit date:	02/16/2010	Closure Date:	03/16/2010
vestigation Outco	mes						
vestigation Proce	ss				M 🛛 1 of 1 D	Last	
*Process of Inves	tigation:		_			ĐOL	
The student a Student ackno	dvised the concern v	/as	Intentional	Unintentional		_	
Degree of ren	orse exhibited:		1:Total remorse, 5:No) remorse			
itudent's Respon	ses				First 🗹 1 of 1 🖸	Last	
'Student respon	se type:	9					
Not	e: The maximum Fi	e Size that c	n be attached is 5MB.				
Add Att	achment 1	nea File			Q =		
1							
On the basis of your assessme conduct and e	f this response, wh ent of the student's ducational needs?	atis			(×	
Using the seri what was the I	ousness matrix to a evel of the student's	ssist your dec intent to chea	ision-making t?	-	Seriousness Ma		
ecisions					First 🛃 1 of 1	Last	
*Decision:					_	œ	
Futher Information	on:						
			Close C	oncern			

Figure 1 Investigation

Investigation fields

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

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 (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

The pag	e at https://www87-test.griffith.edu.au:468 says:	x
1	Send Closure letter. (29000,17)	
	No previous breaches were found for this student.	
	The Closure Letter must be sent to the student. All outstanding actions to be taken on behalf of the student must be completed before the concern can be closed.	
	Click "Ok" to continue	
	ОК	

Figure 2 No previous breaches

OR

Previous breaches



Figure 3 Previous breaches

Choose (OK) to close the dialog box.

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

Table 2 No previous breaches or Previous breaches

	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.)
Step after	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.)
	Refer to the job aid <i>Revise original decisions.</i> (e.g. The student has previous breaches.)

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 <u>https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff</u> 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.

[©] Griffith University 2010 Apart from fair dealing as permitted by the copyright law of your country, this work may be reproduced in whole or in part for non-profit educational use, provided correct attribution is given. Abstracting with credit is permitted. Other uses should be discussed with the copyright owner.