

Update student appeal actions

A student has the right of appeal if they disagree with the decision from a concern regarding academic misconduct. There are two levels of appeal: one to the Chair, Assessment Board and the second to the University Appeals Committee. The outcome of an appeal is recorded in the concern.

Step before Refer the job aid *Append Appeal Outcome*.

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

- Choose *Append Appeal Outcome* from the left navigation.
- A search page will be displayed.

Search for a concern

Enter any information you have in regard to the code in the search box.

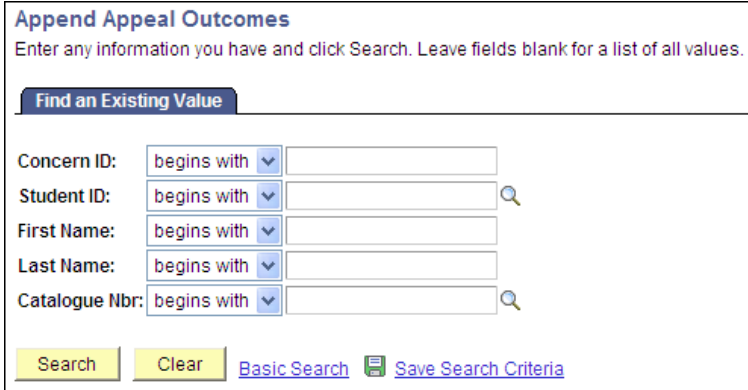


Figure 1 Append Appeal Outcomes search page

Choose Search (Search) list saved concerns.

A search result list will be displayed.

Note: Only concerns with a status of CLOSED will be shown.

Select the concern where the student appeal actions need to be updated.

Student actions will be defaulted to (No) (refer Figure 2).

When the student has completed the action select (Yes) (refer **Error! Reference source not found. 2**) from the drop down list.

The date will be defaulted to the current date however it can be changed by choosing (Calendar search) and selecting a new date.

The screenshot shows the 'Appeals' system interface. At the top, it displays 'Concern ID: 0000000063', 'Status: CLOSE', 'Submit Date: 10/10/2007', and 'Closed Date: 30/10/2007'. Below this is a 'Sequence number: 1' and 'Level: Tier2'. The 'Appealed by:' field shows '0115902'. The 'Commenced Date:' is '15/03/2010' and the 'Completed Date:' is '19/03/2010'. The 'Outcome:' is 'Upheld'. There is a 'Notes:' section with a text area. Below the notes is a 'Decisions' section with a table containing one decision: '0090 Require the student rewrite the honours/postgraduate coursework dissertation/thesis in a specified timeframe' with an 'Update Due' date of '16/04/2010'. There is a 'Futher Information:' section with a text area. Below this is a 'Note: The maximum File Size that can be attached is 5MB.' and an 'Attached File' section with one file listed. At the bottom is an 'Update' section with a table:

Decisions need to update	Update Due	Completed	Date Completed
1 Require the student rewrite the honours/postgraduate coursework dissertation/thesis in a specified timeframe	16/04/2010	<input type="button" value="Yes"/>	20/03/2010 <input type="button" value="B1"/>

At the bottom of the interface is a yellow button labeled 'Append Appeal Outcome'. Red arrows point to the 'Yes' dropdown and the 'B1' calendar button in the table.

Figure 2 Update appeal outcomes

When all student actions have been completed or the completion date for all student actions has passed the choose (Append Appeal Outcome) to finalise the appeal outcome.

Related job aids

- Append appeal outcome.

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.