

SAIMS QUICK REFERENCE GUIDE



When you have submitted a decision and the student has a previous breach you will no longer have to wait to receive an email with details of the previous breach. Instead, the previous breach information will be displayed to you on screen.

Previous Breaches	Message
If a decision is submitted and the student has had a prior breach, the convenor will be immediately notified and given a chance to change the decision.	Previous breaches have been found for this student. (29000,7) Please review all other breach information and confirm if a revision of the decision is required.
	Select the View button to see the detail of the previous breach. Select Yes to revise the initial decision or No to continue with the decision.

- Use the View button to see the details of the other breach, the student response and the outcome
- You will be able to revise your decision or retain your existing decision, use the radio buttons to choose yes if you wish to revise your decision (you will be able to enter a revised decision) or no retain your decision.
- It is important to check the dates of the other breaches sometimes students are identified by a number of convenors in the one trimester for similar issues (eg referencing) and may not have had the opportunity to learn from the situation or they may have had a breach a number of years ago and/or when studying in another program.