

**Student Academic Integrity
Management System**
Chair, Assessment Board
Manual

Version 1.0

For further assistance with Student Academic Integrity Management

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Student Academic Integrity Management Explained

Overview

The *Institutional Framework for Providing Academic Integrity Among Students* provides an overview of the University's strategies for promoting academic integrity. The associated *Student Academic Misconduct Policy* details the business processes for dealing with academic misconduct and managing and tracking a concern relating to student academic misconduct. The framework and policy apply to all items submitted by students for assessment by the University in all undergraduate and postgraduate coursework programs, including dissertations and theses.

The role of the Student Academic Integrity Coordinator is to assist with the management of concerns raised by Course Convenors. The coordinator is also able to provide assistance with the Institutional Framework, Student Academic Misconduct Policy and the Student Academic Integrity Management System.

The Student Academic Integrity Management System efficiently captures, manages and tracks concerns about student academic misconduct. The system also contains features to enable Chairs of Faculty Assessment Boards to track and manage concerns assigned to them.

Chairs of Faculty Assessment Boards have access to the following features after accessing the system:

- Record investigation outcomes
- Record student actions
- Close a concern
- View, edit and send student letters
- View a concern's status
- Append appeal outcomes

Process

All concerns managed using the Student Academic Integrity Management System must follow the process as outlined and documented in the Institutional Framework and Academic Misconduct Policy. Figure 1 shows the overall process for academic integrity management. Table 1 details the individual steps of the process.

Process Step	Description	Responsibility
Raise Concern	When a possible concern has been identified the Course Convenor will raise the concern with the Student Academic Integrity Coordinator. The concern is entered into the Student Integrity Management System.	Course Convenor
Assign Concern	The Student Academic Integrity Coordinator will review the concern and decide on an appropriate person to investigate the concern. The concern is assigned in the Student Integrity Management System.	Coordinator

Process Step	Description	Responsibility
Investigate Concern	The assigned person will investigate the concern. The outcomes of the concern are recorded in the Student Integrity Management System.	Course Convenor, Chair, Faculty Assessment Board
Decide Outcomes	The assigned person will also decide on the actions to be taken based on the outcome of the investigation. The actions to be taken are recorded in the Student Integrity Management System.	Course Convenor, Chair, Faculty Assessment Board
Review Decisions	Should the student have previous academic integrity breaches the assigned person and the Student Academic Integrity Coordinator will review the previous breaches and determine if the actions are to be changed from the initial actions. The actions are edited in the Student Integrity Management System by the person assigned to the investigation.	Course Convenor, Coordinator, Chair, Faculty Assessment Board
Update Student Actions	Actions can require a response from the student within a specified time frame. When the student responds the concern details are updated in the Student Integrity Management System.	Course Convenor, Coordinator, Chair, Faculty Assessment Board
Close Concern	The concern can be closed when: <ul style="list-style-type: none"> The concern letter and closure letter have been sent. All student actions, if required, are completed or the dates for the student actions have elapsed. The concern letter and closure letter are sent to the student via electronic mail using the Student Integrity Management System. The closure of the concern is recorded in the Student Integrity Management System.	Course Convenor, Chair, Faculty Assessment Board
Refer Concern	The Course Convenor can request that the concern be escalated to the Chair, Assessment Board. The referral of a concern is recorded in the Student Integrity Management System.	Course Convenor, Coordinator
Append Appeal Outcomes	A student may lodge an appeal (if applicable). See sections 6.9 and 10 of the Student Academic Misconduct policy. There are two levels of appeal: Tier 1 appeals are to the Chair, Assessment Board and Tier 2 appeals are to the University Appeals Committee. The outcome of an appeal is recorded in Student Integrity Management System.	University Appeals Committee Representative, Chair, Faculty Assessment Board

Table 1 Student Academic Integrity Management process steps

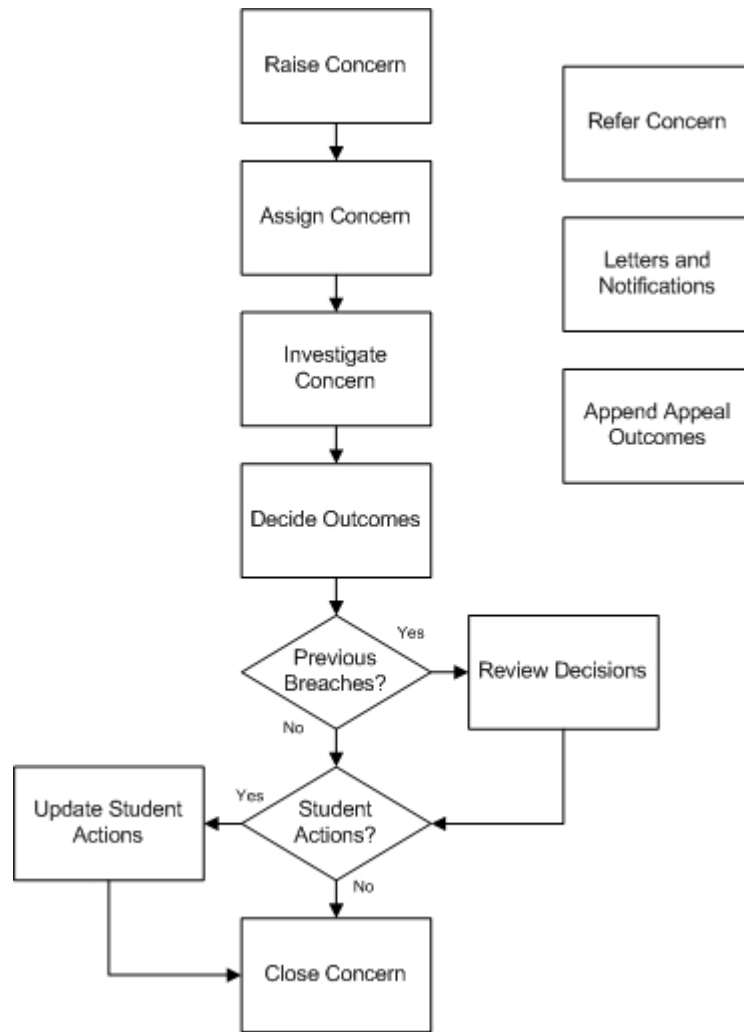


Figure 1 Student Academic Integrity Management Process Workflow

System

Access

Chairs of Faculty Assessment Boards have access to the system to manage and track concerns for academic misconduct for students enrolled in the courses the Chairs of Faculty Assessment Boards has responsibility to manage.

The Student Academic Integrity Coordinator is available to assist with configuration or access issues.

Roles

Title	Description
Student Academic Integrity Coordinator	University staff member responsible for keeping a record of all concerns and proven breaches of academic integrity. The duties of the Co-ordinator include keeping a record of all cases, including reports from Course Convenors, and from cases heard by the Chair, Assessment Board, giving information and other support to Course Convenors to assist them in discharging their duties and managing the Student Academic Integrity Management System.
Course Convenor	The academic staff member appointed by the Head of School to have responsibility for the teaching and assessment of a course. The Course Convenor shall consider cases allocated to the Course Convenor by the Student Academic Integrity Coordinator as Tier 1 Cases.
Decision Maker	<p>The person assigned the concern is considered the "Decision Maker" for the particular concern. The Decision Maker may be the Course Convenor (Tier 1 Decision Maker), or the Chair, Faculty Assessment Board (Tier 2 Decision Maker).</p> <p>The Decision Maker investigates the concern and determines the appropriate action to be taken should there be a finding of academic misconduct.</p>
Chair, Faculty Assessment Board	The academic staff member appointed to chair the Faculty Assessment Board which is responsible to the Faculty Board for the determination of grades from individual examiners, individual student cases, monitoring of results and for the provision of advice on student achievement, in respect of all programs which are the responsibility of that Faculty with the exception of research higher degrees.
University Appeals Committee Representative	University staff member who acts in the capacity of Secretary to the University Appeals Committee and is able to append the outcome of any appeal to the student's record on the Student Academic Integrity Management System.

Table 1 Roles

Navigation

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

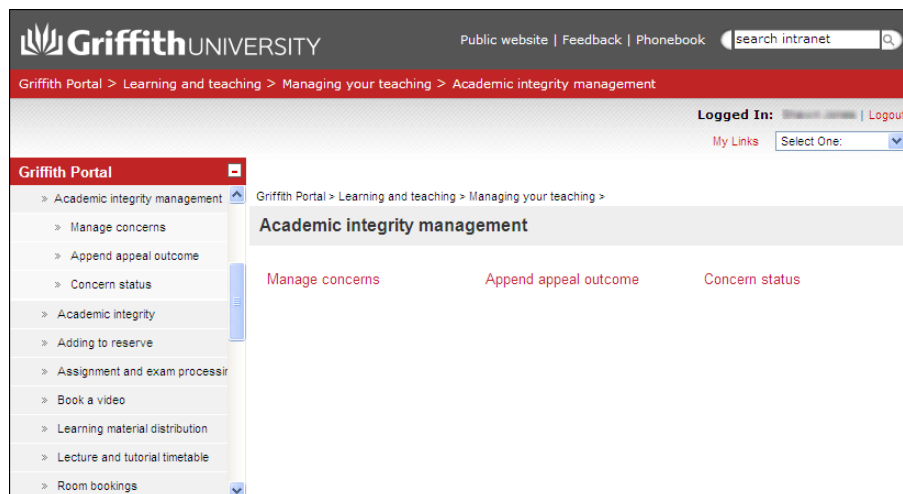


Figure 2 Accessing Student Academic Integrity Management from Griffith Portal

Student Academic Integrity Management will work in both Internet Explorer and Mozilla Firefox.

Note

Mozilla Firefox is available for free and can be downloaded from www.firefox.com

Windows users are also able to install Firefox by choosing Start, Installable Applications, Firefox.

After accessing the system via the Griffith portal the following navigation items are displayed. Descriptions of the navigation items are provided in the following table.



Figure 3 - Student Academic Integrity Management Navigation Items

Navigation Item	Description
Manage concerns	This navigation item enables the Chair to record investigation outcomes, record student actions to be taken and record when a student has completed the required actions. The Chair can also edit, send and view student letters.
Append appeal outcome	A student may appeal the decision given after an investigation of a concern. This navigation item enables the Chair to append an appeal outcome for Tier 1 appeals.
Concern status	This navigation item enables the Chair to view the status of a concern with which they have an association. This feature allows the viewing of the concern in display only mode, the concern is not able to be edited.

Table 2 Course Convenor

States

Concerns pass through a series of states which control the accessibility of the concerns different users.

State	Coordinator	Course Convenor	Chair, Faculty Assessment Board	University Appeals Committee Representative
1. DRAFT		VIEW/EDIT		
2. SUBMITTED	VIEW/EDIT	VIEW		
3. UNDER INVESTIGATION	VIEW	VIEW/EDIT	VIEW/EDIT	
4. PREVIOUS BREACHES	VIEW/EDIT	VIEW/EDIT	VIEW/EDIT	
5. PENDING UPDATES	VIEW/EDIT	VIEW/EDIT	VIEW/EDIT	
6. CLOSED	VIEW		EDIT (Append Appeal outcomes only)	EDIT (Append Appeal outcomes only)

Table 3 Concern States

Concerns move from one state to another based on actions by the relevant role (eg. A concern becomes SUBMITTED when a Course Convenor has entered the relevant data clicks the "Submit Concern" button on a DRAFT concern).

State	Description
1. DRAFT	When a concern is in <i>Draft</i> state, it is ready for editing or it is currently being edited.
2. SUBMITTED	The Student Academic Integrity Coordinator is able to review concerns with a <i>Submitted</i> status. The Student Academic Integrity Coordinator reviews the concern to determine who should be assigned to investigate the concern and decide on the actions to be taken.
3. UNDER INVESTIGATION	Concerns in the <i>Under Investigation</i> state are considered under investigation by the assigned Decision Maker. The person assigned the concern is considered the "Decision Maker" for the particular concern.
4. PREVIOUS BREACHES	After the Decision Maker has decided the actions to be taken for the concern, the system will check for any previous breaches for the student. If there are previous breaches the

State	Description
	<p>concern will automatically be given a status of <i>Previous Breaches</i>. The concern is then automatically assigned to the Student Academic Integrity Coordinator.</p> <p>The Student Academic Integrity Coordinator will contact the Decision Maker to discuss the selected actions. The Student Academic Integrity Coordinator, who is the only person able to review the student's previous breaches, will discuss the selected decisions with the Decision Maker who will determine whether the original decisions are to be revised. The Student Academic Integrity Coordinator will then assign the concern back to the Decision Maker for completion.</p>
5. PENDING UPDATES	<p>Actions can be assigned time limits within which students must complete the action. If a concern has a student action which has a time limit applied the concern will automatically be given a status of <i>Pending Updates</i>.</p>
6. CLOSED	<p>When all student actions are marked as completed and the closure letter has been sent to the student the concern can then be closed. The Decision Maker must manually close the concern giving the concern a status of <i>Closed</i>.</p> <p>University Appeals Committee Representative and Chair, Faculty Assessment Board and Student Academic Integrity Coordinator may append appeal outcomes to closed concerns.</p>

Table 4 Concern states descriptions

Manage Concerns

Overview

Chairs use the *Manage Concerns* features to manage and track concerns of academic misconduct. During the process of managing a concern the Chair will consult with the Student Academic Integrity Coordinator to review the concern and outcomes and ensure the concern is managed within the guidelines of the framework and policy.

Navigation

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

Manage Concerns is accessible as a navigation item in the Griffith portal (refer Figure 4).

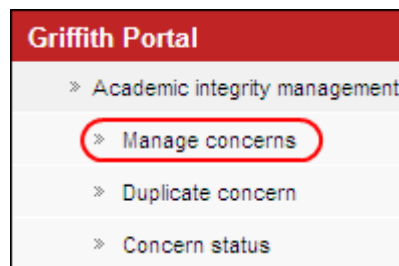


Figure 4 Manage Concerns Navigation

Record investigation outcomes

The Chair 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 completed are able to be recorded using this feature.

Choose *Manage Concerns* from the Academic integrity management menu (refer Figure 4)

A search page will be displayed.


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

Manage Concern

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

Concern ID:

Student ID: 

First Name:

Last Name:

Catalogue Nbr: 

Status:


[Basic Search](#)  [Save Search Criteria](#)

Figure 5 Existing concern search

Choose (Search) to list submitted concerns.

Note Use the search features to narrow the search results.

The search results list will be displayed.

Note Assigned concerns have a status of *INVESTIGAT*.

Manage Concern
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Concern ID:

Student ID:

First Name:

Last Name:

Catalogue Nbr:

Status:

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-10 of 10 Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr	Status
000000012				1002ABF	INVESTIGAT
000000048				2003ENG	INVESTIGAT
000000078				1003ENG	INVESTIGAT
000000143				1003ENG	DRAFT

Figure 6 Existing concerns search results

Select the concern to be investigated from the search results list.

Concern letter

If the concern letter has not been sent then a dialog box will appear advising that the concern letter must be created and sent to the student before the investigation details can be added.

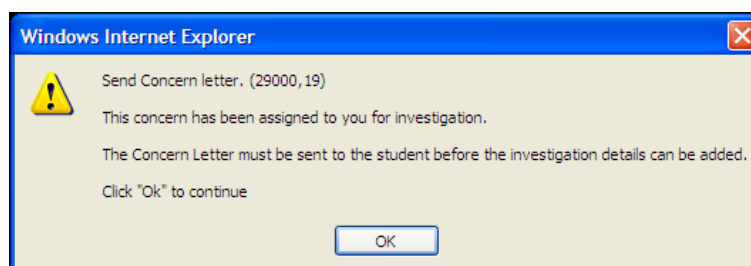


Figure 7 Concern letter dialog box

Investigation

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

The screenshot displays the 'Investigation' page for a concern with ID 0000000052. The status is 'Under Investigation', submitted on 02/16/2010, and scheduled for closure on 03/16/2010. The page is organized into three main sections:

- Investigation Outcomes:** Includes a search for the 'Process of Investigation', radio buttons for 'Intentional' and 'Unintentional', and dropdowns for 'Student acknowledgement' (1: Admission of guilt, 5: Total denial) and 'Degree of remorse exhibited' (1: Total remorse, 5: No remorse).
- Student's Responses:** Features a search for the 'Student response type', a note on a 5MB attachment limit, an 'Add Attachment' button, an 'Attached File' table, a text area for assessment, and a 'Seriousness Matrix' dropdown.
- Decisions:** Contains a search for the 'Decision' and a 'Further Information' text area.


Navigation and control elements include 'Save', 'Return to Search', and 'Close Concern' buttons, along with various search and list management icons.

Figure 8 Investigation


Edit the Investigation details.

Note Mandatory fields are preceded with an asterisk (*).


Process of Investigation

Choose  (Process of investigation search) (refer Figure 8) to select the investigation process for the concern.

Select the *Type of Investigation* or *Other* if there is no suitable process of investigation. This will display a text box for typing in details.

Choose  (Spell check) to spell check your text.

Multiple process types can be added.

Choose  (Add) to add another process of investigation.

Choose  (Delete) to delete a process of investigation.

Concern was intentional/unintentional

Select the relevant option for this concern (refer Figure 8).


Student acknowledgement

Select the relevant level for the student's admission of guilt from the drop down list (refer Figure 8).


Degree of remorse exhibited

Select the relevant level for the degree of remorse shown by the student from the drop down list (refer Figure 8).


Student response type

Choose  (Student response type search) (refer Figure 8) to select the reason given by the student for the breach of academic integrity.

Select the *Type of student response* or *Other* if there is no suitable response type. This will display a text box for typing in details.


Choose  (Spell check) to spell check your text.


Multiple student response types can be added.

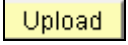
Choose  (Add) to add another student response type.

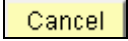
Choose  (Delete) to delete a student response type.

Attachment

Choose  (Add Attachment) (refer Figure 8) to attach a file to be stored with this concern.

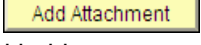
Choose  (Browse) and locate the file required to be stored with this concern.


Choose  (Upload) to upload the required file.

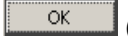
Choose  (Cancel) to cancel the file upload.

The maximum file size is 5MB.

Multiple files can be attached.


Choose  (Add Attachment) again to browse and locate another file to be stored with this concern.

Choose  (Delete) to delete a file. A dialog box will be displayed.

Choose  (OK) to confirm deleting the row.

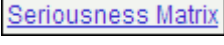
Assessment of educational needs

Type in details of your assessment of the student's conduct and educational needs into the text box (refer Figure 8).


Choose  (Spell check) to spell check your text.

Student's intent to cheat


Select your evaluation of the student's intent to cheat from the drop down list (refer Figure 8).


The Seriousness Matrix can be accessed using the  (Seriousness Matrix) link.

Decision

Choose  (Decision search) (refer Figure 8) 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.


Further information

Type in further information details into the text box as relevant.

Choose  (Spell check) to spell check your text.

Update Due

If the decision requires a student action then a date box will be displayed.

Choose  (Calendar search) to select the date the student's actions for the decision are to be completed. Date format is dd/mm/yyyy.

The date is defaulted to a value set by system configuration settings.

Reason for Learning Services Referral

If the decision is *Seek study skills* then a text box is displayed.

Type in the reason for the Learning Services referral form.

The reason entered will be printed on the Learning Services Referral form sent to the student.

Completed investigation details page

An example of a completed Investigation page.

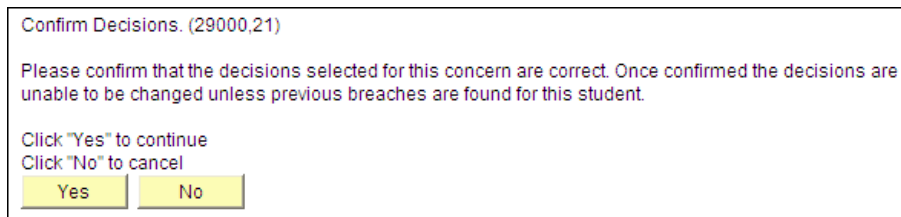
Student Information	Concern Detail	Assign	Investigation	Letters			
Concern ID	000000052	Status:	Under Investigation	Submit date:	02/16/2010	Closure Date:	03/16/2010
Investigation Outcomes							
Investigation Process First 1-2 of 2 Last							
*Process of Investigation:	0020	Received a written response from the student					
*Process of Investigation:	0030	Interviewed the student					
The student advised the concern was <input type="radio"/> Intentional <input checked="" type="radio"/> Unintentional							
Student acknowledgement:	2	1:Admission of guilt, 5:Total denial					
Degree of remorse exhibited:	4	1:Total remorse, 5:No remorse					
Student's Responses First 1-2 of 2 Last							
*Student response type:	0010	Heavy paid workload					
*Student response type:	9990	Other					
*Other:	Student unclear on correct method of referencing sources.						
Note: The maximum File Size that can be attached is 5MB.							
Attached File							
Add Attachment 1 student_written_response.docx							
On the basis of this response, what is your assessment of the student's conduct and educational needs?							
Student is genuinely confused about how to reference sources and that different styles are used by different school.							
Using the seriousness matrix to assist your decision-making what was the level of the student's intent to cheat?							
Tier 1 Level of Concern Seriousness Matrix							
Decisions First 1-2 of 2 Last							
*Decision:	0030	Require the student to seek appropriate study skills advice from Learning Services					
Update Due:	03/23/2010						
Reason for Learning Services Referral:	Student needs help with how to correctly reference sources in an essay.						
Further Information:	Student should be using APA.						
*Decision:	0060	Allow the student to resubmit the assessment item to achieve a mark no higher than a 'pass' mark for the item					
Update Due:	03/30/2010						
Further Information:	Student to resubmit assessment with sources correctly referenced.						
Close Concern							

Figure 9 Completed investigation details

Checking for previous breaches

Choose (Close Concern) to check for previous breaches.

The following prompt will be displayed and confirmation of the action is required.



Confirm Decisions. (29000,21)

Please confirm that the decisions selected for this concern are correct. Once confirmed the decisions are unable to be changed unless previous breaches are found for this student.

Click "Yes" to continue
Click "No" to cancel

Figure 10 Confirm Decisions

Choose (Yes) to confirm the decisions selected for this concern are correct.

Choose (No) to cancel and return to the *Investigation* tab to edit the investigation details.

When submitted, the system will check for previous breaches of academic integrity by the student. The next steps will depend on whether previous breaches are found for the student.

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

If no previous breaches are found then the next steps are as shown in **No previous breaches** (refer p18).

If previous breaches are found then the next steps are as shown in **Previous breaches** (refer p19).

No previous breaches

If no previous breaches have been found for the student the following dialog box will be displayed.

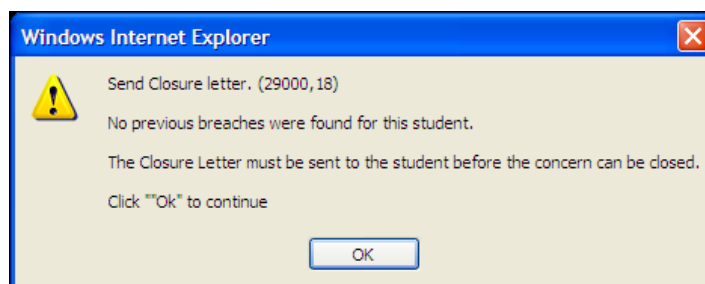


Figure 11 Closure letter dialog box

Choose (OK) to close the dialog box.

Closure letter

Refer to p35 for steps on editing and sending closure a letter.

Close Concern

When the closure letter has been sent (Close Concern) will be enabled.

Choose (Close Concern) to close the concern.

The following dialog box will be displayed and confirmation of the action is required.

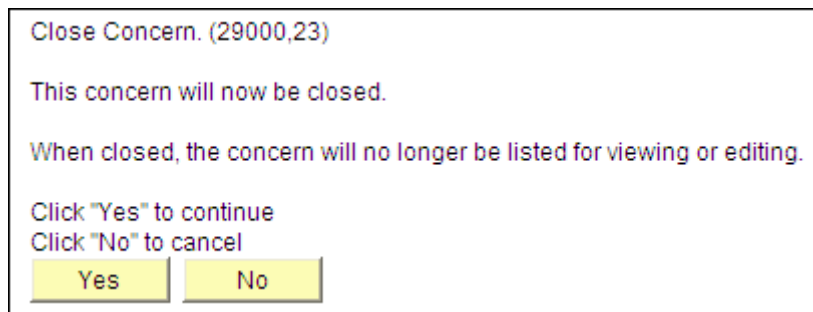


Figure 12 Close concern confirmation

Choose (Yes) to confirm closing the concern.

Choose (No) to cancel and return to the *Investigation* tab to edit the investigation details.

Note

When a concern is assigned to the Student Academic Integrity Coordinator the concern will no longer appear in your search list.

Previous breaches

If previous breaches have been found for the student the following dialog box will be displayed.

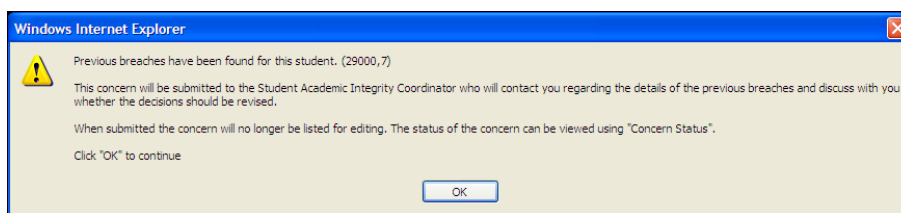
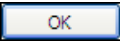


Figure 13 Previous breaches

Choose  (OK) to close the dialog box.

The concern will be assigned to the Student Academic Integrity Coordinator who will be advised that the student has previous breaches and to contact you regarding the concern.

The purpose of the contact is to discuss whether the decisions for the current concern should be changed due to the existence of previous concerns for the student.

After the discussion and a decision on whether the original decisions will be changed, the Student Academic Integrity Coordinator will assign the concern back to the Chair for further action.

Note

When a concern is assigned to the Student Academic Integrity Coordinator the concern will no longer appear in your search list.

Revise original decisions

Decisions made for a concern can be revised based on the seriousness of a student's previous breaches. This feature is used to record the revised decisions.

Note

The Student Academic Integrity Coordinator must have reviewed the concern to enable the Decision Maker to revise the original decisions.

Choose *Manage Concerns* from the Academic integrity management menu (refer Figure 14).

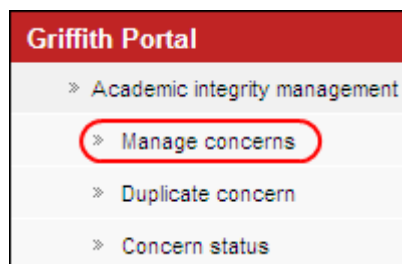


Figure 14 Manage concerns navigation

A search page will be displayed.

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

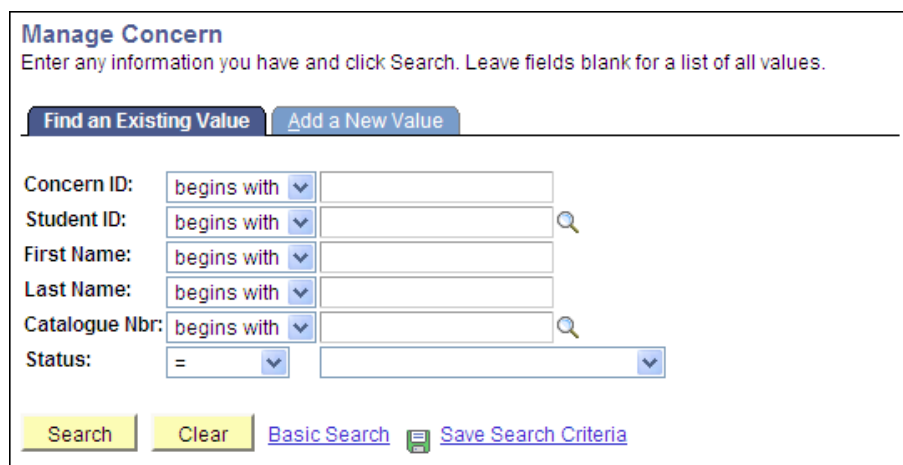
The image shows a screenshot of the 'Manage Concern' search page. The page title is 'Manage Concern' and it includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search criteria include: 'Concern ID: begins with', 'Student ID: begins with', 'First Name: begins with', 'Last Name: begins with', 'Catalogue Nbr: begins with', and 'Status: ='. There are search buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Figure 15 Manage concern

Choose (Search concerns) to list submitted concerns.

Note

Use the search features to narrow the search results.

A search result list will be displayed.

Note Concerns needing decisions revised will have the status of *INVESTIGAT*.

Manage Concern
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Concern ID:

Student ID:

First Name:

Last Name:

Catalogue Nbr:

Status:

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-10 of 10 Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr	Status
0000000012				1002ABF	INVESTIGAT
0000000048				2003ENG	INVESTIGAT
0000000078				1003ENG	INVESTIGAT
0000000143				1003ENG	DRAFT

Figure 16 Existing concerns search results

Select the concern where the original decisions need to be revised.

Investigation

If you have advised the Student Academic Integrity Coordinator that you wish to change your decision in view of the previous breaches, the following dialog box will be displayed.



Figure 17 Revise decisions dialog box

Choose (OK) to close the dialog box.


The **Investigation** (Investigation) page will be displayed and the revised decisions area will be shown.

Figure 18 Revise decisions


Edit the Revised Decisions fields.


Note Mandatory fields are preceded with an asterisk (*).

Decision

Choose  (Revised decision search) (refer Figure 18) to select your revised decision on the actions to be taken as a result of the investigation.

Multiple decisions can be added.


Choose  (Add) to add another revised decision is associated with this concern.

Choose  (Delete) to delete a revised decision.

Note Original decisions that are still to be included in the revised decisions must also be entered.


Further Information

Type in further information details into the text box as relevant (refer Figure 18).

Choose  (Spell check) (refer Figure 18) to spell check your text.

Update Due

If the decision requires a student action then a date box will be displayed.

Choose  (Search calendar) (refer Figure 19) to select the date the student's actions for the decision are to be completed. Date format is dd/mm/yyyy.

The date is defaulted to a value set by system configuration settings.

Reason for Learning Services Referral

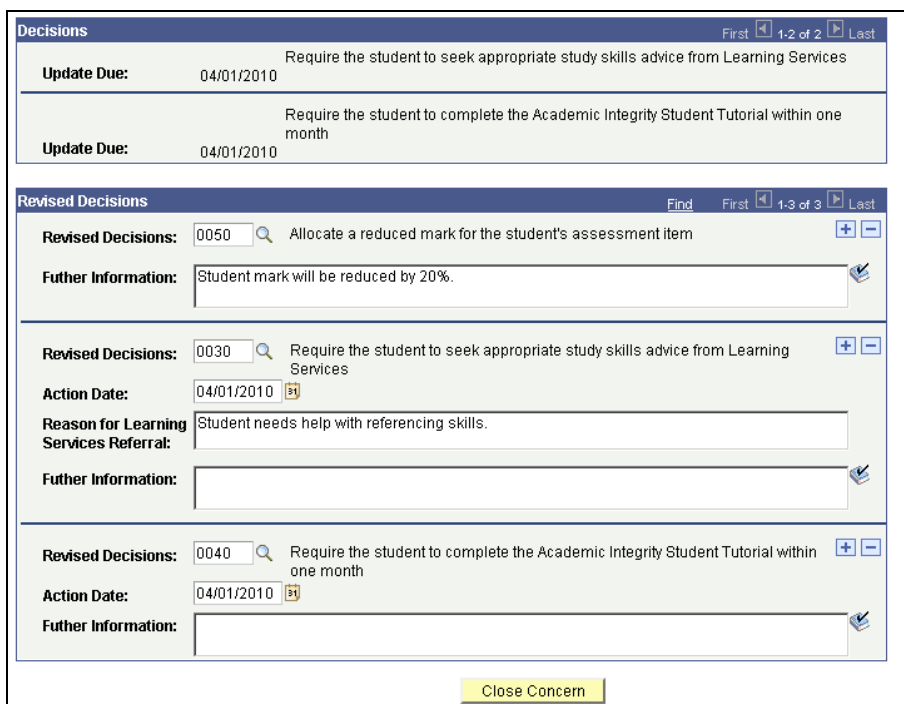
If the decision is *Seek study skills* then a text box is displayed.

Type in the reason for the Learning Services referral form.

The reason entered will be printed on the Learning Services Referral form sent to the student.

Complete revised decisions page

An example of a completed Revised Decisions page.



The screenshot displays a web interface for managing student decisions. It is divided into two main sections: 'Decisions' and 'Revised Decisions'.

Decisions Section:

- Header: 'Decisions' with navigation links: 'First', '1-2 of 2', 'Last'.
- Entry 1: 'Update Due: 04/01/2010' with the description 'Require the student to seek appropriate study skills advice from Learning Services'.
- Entry 2: 'Update Due: 04/01/2010' with the description 'Require the student to complete the Academic Integrity Student Tutorial within one month'.

Revised Decisions Section:

- Header: 'Revised Decisions' with navigation links: 'Find', 'First', '1-3 of 3', 'Last'.
- Entry 1: 'Revised Decisions: 0050' with description 'Allocate a reduced mark for the student's assessment item'. 'Futher Information: Student mark will be reduced by 20%'.
- Entry 2: 'Revised Decisions: 0030' with description 'Require the student to seek appropriate study skills advice from Learning Services'. 'Action Date: 04/01/2010' (with calendar icon). 'Reason for Learning Services Referral: Student needs help with referencing skills.' 'Futher Information:'.
- Entry 3: 'Revised Decisions: 0040' with description 'Require the student to complete the Academic Integrity Student Tutorial within one month'. 'Action Date: 04/01/2010' (with calendar icon). 'Futher Information:'.

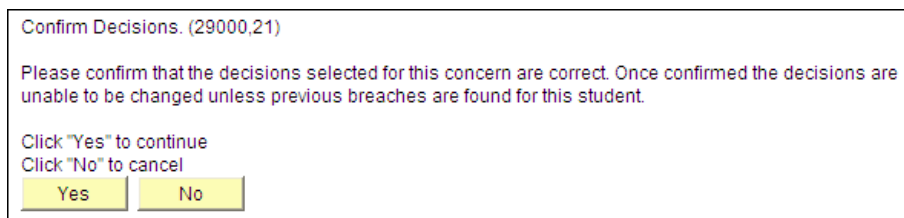
At the bottom of the 'Revised Decisions' section, there is a yellow button labeled 'Close Concern'.

Figure 19 Revised decisions completed

Close Concern

Choose  (Close Concern) to close the concern.

The following prompt will be displayed and confirmation of the action is required.



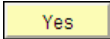
The dialog box is titled 'Confirm Decisions. (29000,21)'. It contains the following text:

Please confirm that the decisions selected for this concern are correct. Once confirmed the decisions are unable to be changed unless previous breaches are found for this student.

Click "Yes" to continue
Click "No" to cancel

At the bottom, there are two buttons: 'Yes' and 'No'.

Figure 20 Confirm revision decisions

Choose  (Yes) to confirm the revised decisions selected for this concern are correct.

Choose (No) to cancel and return to the *Investigation* tab to edit the revised decisions.

The following dialog box about sending a closure letter will be displayed.

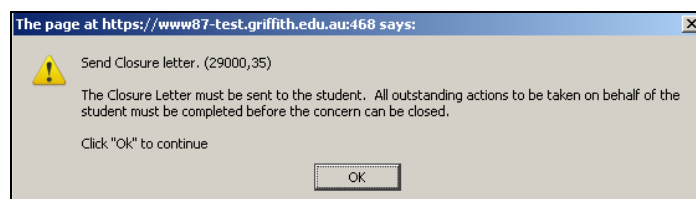


Figure 21 Send Closure letter

Choose (OK) to close the dialog box.

Closure letter

Refer *Edit, send and view closure letter* (refer p31) for steps on editing and sending a closure letter.

Close concern

The concern can be closed when:

- The concern letter and closure letter have been sent.
- All student actions, if required, are completed or the dates for the student actions have elapsed.

Choose (Investigation) to display the investigation details.

Choose (Close Concern) to close the concern.

The following dialog box will be displayed and confirmation of the action is required.

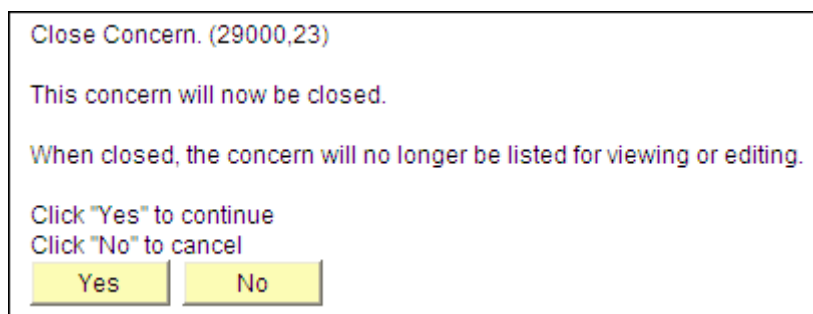


Figure 22 Close Concern

Choose (Yes) to confirm the revision of the investigation decisions.

Choose (No) to cancel and return to the *Investigation* tab to edit the revised decisions.

The concern will be closed.

Note

Closed concerns will no longer appear in your search results.

Edit, send and view letters

During the processing of a concern it is a requirement of the academic integrity policy to advise the student that a concern about academic misconduct has been raised. It is also a requirement to advise the student of the outcomes of the investigation when the concern is closed.

Viewing, editing or sending letters occurs during the Manage Concern process.

Student letters are created by merging a selected letter template with the contents of the concern. Once created the letter contents can be edited by adding or removing content. Once editing is finished the letter can be sent. Sending of student letters is via electronic mail to the student's email address. When a student letter has been sent the contents of the letter are locked but the letter can be viewed.

Letter templates are maintained by the Student Academic Integrity Coordinator.

Edit, send and view a concern letter

During the processing of a concern it is a requirement of the academic integrity policy to advise the student that a concern about academic misconduct has been raised. This feature is used to edit, send and view a concern letter.

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

Note Concerns requiring a concern letter will have the status of *INVESTIGAT*.

When a concern is opened choose  (Letters) to edit, send and view the concern letter.

The Letters page will be displayed.

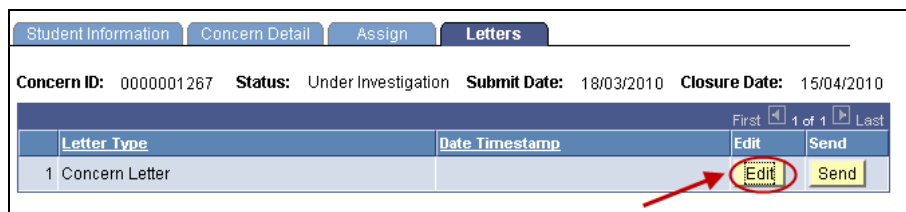


Figure 23 Edit a concern letter



Edit a concern letter

Choose  (Edit) to display the *Letter Edit* page.

Letter Edit

Concern ID: 000000053 Send Date:

Letter Type: Concern Letter Attachment:

Letter Template:  

From:

To:

CC:

	Email Address	Email
1	<input type="text"/>	<input type="checkbox"/>

Subject:

Text:

Note: The maximum File Size that can be attached is 5MB.


Add Attachment

Attached File	
1	<input type="text"/>

Figure 24 Letter Edit

Edit the *Letter Edit* page fields.

Letter Template

Choose  (Letter template search) (refer Figure 24) to select the letter template to be used. A search result list will be displayed.

Look Up Letter Template

Letter Template: begins with

Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-5 of 5 Last

Letter Template	Description
CRNLTR001	CONCERN LETTER Course Convenor
CRNLTR002	CONCERN LETTER CAB

Figure 25 Look Up Letter Template

Select the required template from the search results list.

Once a letter template has been selected, the concern details are merged and the remaining fields are set to their default values.

Letter Edit

Concern ID: 000001277 Send Date:

Letter Type: Concern Letter Attachment:

Letter Template: CRNLTR002 CONCERN LETTER_CAB

From: b.haan@griffith.edu.au

To: b.haan@griffith.edu.au

CC :	Email Address	Email
1	b.haan@griffith.edu.au	<input checked="" type="checkbox"/>
2	b.haan@griffith.edu.au	<input checked="" type="checkbox"/>
3	b.haan@griffith.edu.au	<input checked="" type="checkbox"/>

Subject: Concern : 2007PPP

Text:

Student No: [REDACTED]

Date 1/4/2010

VIA EMAIL: b.haan@griffith.edu.au

Mr [REDACTED]

Dear [REDACTED]

Concerns have been raised by the Course Convenor, Mr Ben French about Buying essays on Assessment Item: Essay writing task for the course 2007PPP Legal Issues for Managers, Semester 1 - 2010. I have attached a copy of your assessment item with some of the concerns highlighted. At this stage the assessment item has not been marked. Before marking the assessment item I require a response from you about my concerns. You may either write (or email me) or organise an appointment to come in and discuss this with me. You must respond within 14 days of the receipt of this email/letter.

After receiving your response I will consider the concerns and make a decision about the appropriate course of action taking into account your response. I will inform you of my decision, in writing (by email), within 14 days of the receipt of your response.

At Griffith University the academic conduct of students is very important. Without academic integrity, true academic discourse becomes impossible, learning is distorted and the evaluation of student progress and academic quality is seriously compromised. The details of the decisions available to me can be found in the Student Academic Misconduct Policy, Council Resolution 6/2009.


Note: The maximum File Size that can be attached is 5MB.

Attached File

1	
---	--

OK Cancel

Figure 26 Merged concern letter

Field	Description
From	The electronic mail address of the person who is sending the student letter.
To	The electronic mail address of the student.
CC	The electronic mail address of another person who will receive the student letter. Multiple electronic mail addresses can be added. De-select <input checked="" type="checkbox"/> (Email check box) (refer Figure 26) to stop an email copy of the concern letter being sent.
Subject	The subject title of the student letter.
Text	The body text of the student letter. Type in the text box to add additional information or edit the letter. Choose  (Spell check) to spell check the concern letter.




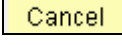


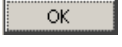
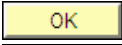
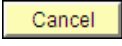
Field	Description
Add Attachment	<p>Choose  (Add Attachment) (refer Figure 26) to attach a file.</p> <p>Choose  (Browse) and locate the file to be attached to this concern letter.</p> <p>Choose  to upload the required file.</p> <p>Choose  to cancel the file upload.</p> <p>The maximum file size is 5MB.</p> <p>Multiple files can be attached.</p> <p>Choose  (Add Attachment) again to browse and locate another file to be attached to this concern letter.</p> <p>Choose  (Delete) to delete a file. A dialog box will be displayed.</p> <p>Choose  (OK) to confirm deleting the file.</p> <p>Choose  (OK) to save the letter contents.</p> <p>Choose  (Cancel) to discard the current editing of the letter content and return to the <i>Letters</i> tab.</p>


Table 5 Concern letter fields

Note The contents of a letter can be re-edited up until the letter is sent to the student.

Note Attachments loaded into the system will automatically be attached to a concern letter, so if you do not wish an attachment to be sent it will be necessary to delete the attachment by choosing the minus sign prior to sending the letter.

Send a concern letter

When a concern is opened choose  (Letters) to view relevant student letter.

Choose  (Send) (refer Figure 27) to send the letter to the student’s electronic mail address.

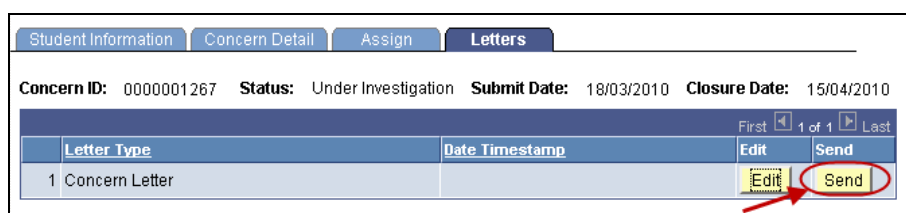


Figure 27 Send concern letter

The following prompt will be displayed.

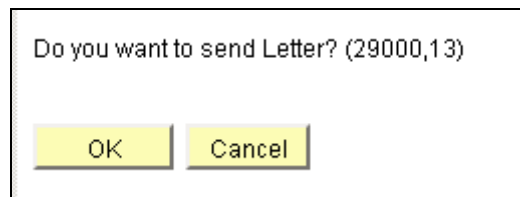


Figure 28 Confirming sending letter

Choose (OK) to send the concern letter to the student.

Choose (Cancel) to return to the *Letters page*.

Note To re-send a letter, contact the Student Academic Integrity Coordinator.

View a concern letter

When a student letter has been sent the contents of the letter are locked but the concern letter can be viewed.

When a concern is opened choose (Letters) to view relevant student letter.

The Letters tab will be displayed.

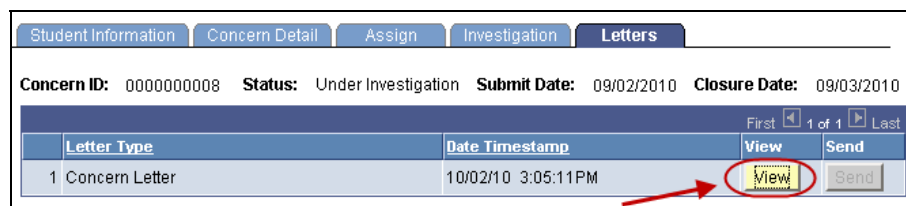


Figure 29 View a concern letter

Choose (View) to view a concern letter that has already been edited and sent.

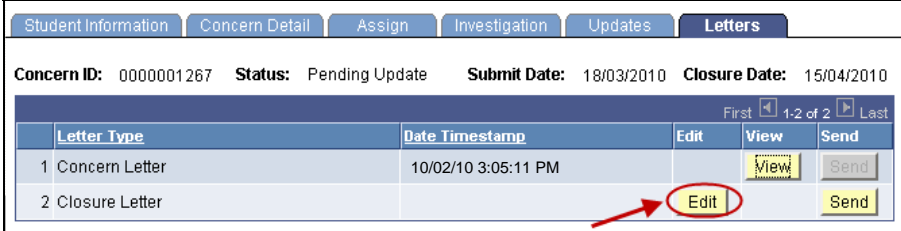
Edit, send and view a closure letter

It is a requirement of the academic integrity policy to advise the student of the outcomes of the investigation when the concern is closed. This feature is used to edit, send and view a closure letter.

The closure letter must be created and sent to the student before the concern can be closed in the system.

When a concern is opened choose **Letters** (Letters) to edit, send and view the relevant student letter.

The Letters page will be displayed.



Student Information Concern Detail Assign Investigation Updates **Letters**

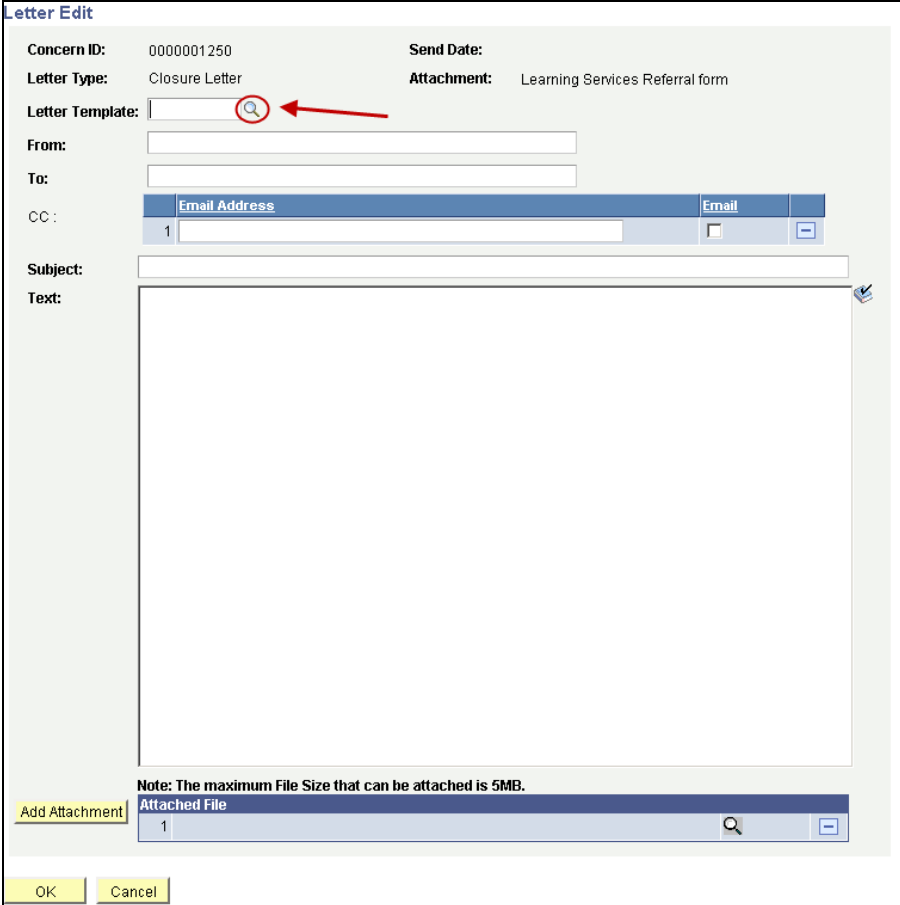
Concern ID: 0000001267 Status: Pending Update Submit Date: 18/03/2010 Closure Date: 15/04/2010

Letter Type	Date Timestamp	Edit	View	Send
1 Concern Letter	10/02/10 3:05:11 PM		<input type="button" value="View"/>	<input type="button" value="Send"/>
2 Closure Letter		<input type="button" value="Edit"/>		<input type="button" value="Send"/>

Figure 30 Edit a closure letter

Edit a closure letter



Choose **Edit** (Edit) to display the *Letter Edit* page.



Letter Edit

Concern ID: 0000001250 **Send Date:**


Letter Type: Closure Letter **Attachment:** Learning Services Referral form

Letter Template:  

From:

To:

CC :



	Email Address	Email	
1	<input type="text"/>	<input type="checkbox"/>	

Subject:

Text:

Note: The maximum File Size that can be attached is 5MB.

Add Attachment


	Attached File	
1	<input type="text"/>	 

OK **Cancel**

Figure 31 Edit letter page

Edit the *Letter Edit* page fields.

Letter Template

Choose  (Letter template search) (refer Figure 32) to select the letter template to be used. A search result list will be displayed.

Look Up Letter Template

Letter Template:

Description:

[Basic Lookup](#)

Search Results

View All First 1-14 of 14 Last

Letter Template	Description
CLSLTR001	CLOSURE LETTER Course Convenor No case
CLSLTR002	CLOSURE LETTER Course Convenor after student response Law
CLSLTR003	CLOSURE LETTER Course Convenor after student response
CLSLTR004	CLOSURE LETTER Course Convenor NO student response Law
CLSLTR005	CLOSURE LETTER Course Convenor NO student response
CLSLTR006	CLOSURE LETTER CAB 2nd or subseq breach after student response law
CLSLTR007	CLOSURE LETTER CAB 2nd or subseq breach after student response
CLSLTR008	CLOSURE LETTER CAB 2nd or subseq breach no response law
CLSLTR009	CLOSURE LETTER CAB 2nd or subseq breach no response
CLSLTR010	CLOSURE LETTER CAB after student response law
CLSLTR011	CLOSURE LETTER CAB after student response
CLSLTR012	CLOSURE LETTER CAB no response law
CLSLTR013	CLOSURE LETTER CAB no response
CLSLTR014	CLOSURE LETTER CAB No case

Figure 32 Look up Letter Template

Select the required closure letter template from the search list.

Once a letter template has been selected, the concern details are merged and the remaining fields are set to their default values.

Merged closure letter

An example of a merged closure letter.

Letter Edit

Concern ID: 000001277 Send Date:

Letter Type: Closure Letter Attachment:

Letter Template: CLSLTR011 CLOSURE LETTER_CAB_after_student_response

From: b.haan@griffith.edu.au

To: b.haan@griffith.edu.au

CC :	Email Address	Email
1	b.haan@griffith.edu.au	<input checked="" type="checkbox"/>
2	b.haan@griffith.edu.au	<input checked="" type="checkbox"/>
3	b.haan@griffith.edu.au	<input checked="" type="checkbox"/>

Subject: Closed Concern : 2007PPP

Text:

Student No: [REDACTED]

Date 1/4/2010

VIA EMAIL: b.haan@griffith.edu.au

Mr [REDACTED]

Dear [REDACTED]

Thank you for your response to my concerns in relation to a matter of academic integrity. I have considered the allegation of Buying essays on Assessment Item - Essay writing task for the course 2007PPP Legal Issues for Managers, Semester 1 - 2010. The nature of the concern is serious, consequently I impose the following:

- require you to exclude the affected work from your dissertation/thesis

This penalty is consistent with the Student Academic Misconduct Policy, Council Resolution 6/2009 which states:

If the Tier 2 Decision Maker (Chair of the Assessment Board) concludes on the basis of the evidence, including the student's written and/or verbal response, that a breach has occurred, then The Tier 2 Decision Maker may choose to impose one or more Tier 1 Educational Responses and/or one or more of the following Tier 2 Educational Responses:

- give the student a warning
- require the student to seek appropriate study skills advice from Learning Services

Note: The maximum File Size that can be attached is 5MB.

Add Attachment

Attached File
1

Figure 33 Merged closure letter

Field	Description
Attachment	If the student is required to seek help from Learning Services a referral form will be automatically attached to the closure letter and sent via electronic mail.
From	The electronic mail address of the person who is sending the student letter.
To	The electronic mail address of the student.
CC	The electronic mail address of another person who will receive the student letter. Multiple electronic mail addresses can be added. De-select <input checked="" type="checkbox"/> (Email check box) (refer Figure 33) Merged closure letter) to stop an email copy of the closure letter being sent.
Subject	The subject title of the student letter.
Text	The body text of the student letter. Type in the text box to add addition information or edit the letter. Choose (Spell check) to spell check the closure letter.



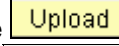
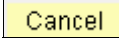


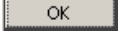
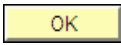
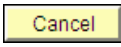
Field	Description
Add Attachment	<p>Choose  (Add Attachment) (refer Figure 33) to attach a file.</p> <p>Choose  (Browse) and locate the file to be attached to this closure letter.</p> <p>Choose  (Upload) to upload the required file.</p> <p>Choose  (Cancel) to cancel the file upload.</p> <p>The maximum file size is 5MB.</p> <p>Multiple files can be attached.</p> <p>Choose  (Add Attachment) again to browse and locate another file to be attached to this closure letter.</p> <p>Choose  (Delete) to delete a file. A dialog box will be displayed.</p> <p>Choose  (OK) to confirm deleting the file.</p>

Table 6 Closure letter fields


Choose  (OK) to save the letter contents.

Choose  (Cancel) to discard the current editing of the letter content and return to the *Letters* page.

Note The contents of a letter can be re-edited up until the letter is sent to the student.

Send a closure letter

When a concern is opened choose  (Letters) to view relevant student letter.

Choose  (Send) (refer Figure 34) to send the letter to the student's electronic mail address.

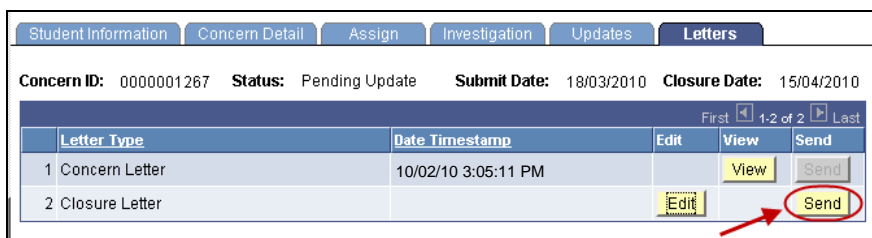


Figure 34 Send closure letter

The following prompt will be displayed.

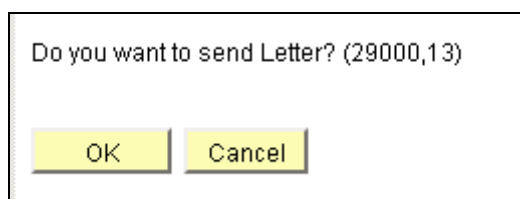
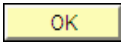
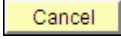


Figure 35 Confirm sending letter

Choose  (OK) to send the closure letter to the student.

Choose  (Cancel) to return to the *Letter* page.


Note To re-send a letter, contact the Student Academic Integrity Coordinator.

Close concern

You may also be able to close the concern after the closure letter has been sent.

The concern can be closed when:

- The Concern Letter and Closure Letter have been sent.
- All student actions, if required, are completed or the dates for the student actions have elapsed (refer p37).

Choose  (Investigation) to display the investigation details.

Choose  (Close Concern) to close the concern.

View a closure letter

When a student letter has been sent the contents of the letter are locked but the closure letter can be viewed.

When a concern is opened choose  (Letters) to view relevant student letter.

The Letters tab will be displayed.





Letter Type	Date Timestamp	View	Send
1 Concern Letter	10/02/10 3:05:11 PM		
2 Closure Letter	15/04/10 4:15:11 PM		

Figure 36 View a closure letter

Choose  (View) to view a closure letter that has already been edited and sent.

Update student actions

Decisions made by the Chair after the investigation of a concern may require further actions to be completed by the student. Where this is the case, this feature will enable the Chair to update the outcome of the student's actions.

Note The Updates page will only be displayed if one or more decisions requiring a student action have been chosen on the Investigation page.

Choose *Manage Concerns* from the Academic integrity management menu (refer Figure 37)

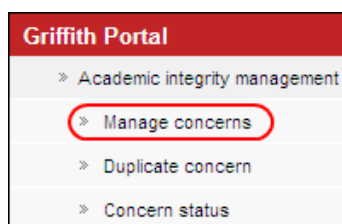


Figure 37 Manage concerns

A search screen page will be displayed.

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

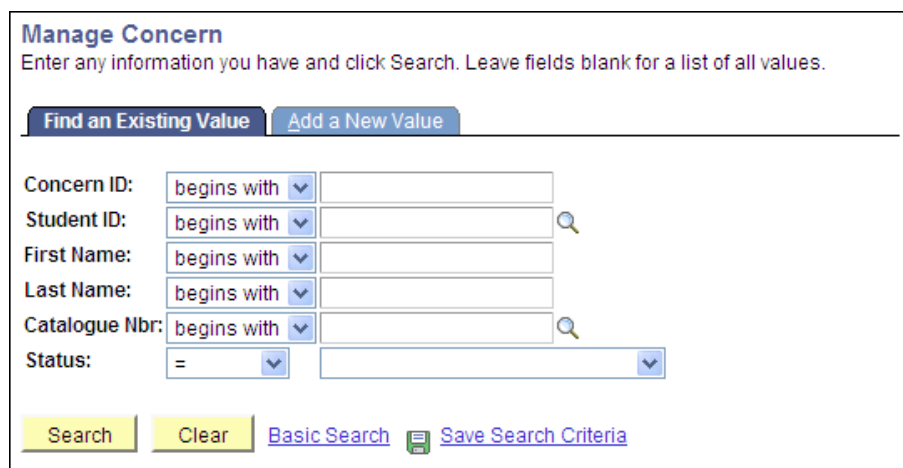
The image shows a screenshot of the "Manage Concern" search screen. The screen has a title "Manage Concern" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two buttons: "Find an Existing Value" and "Add a New Value". The search fields include: "Concern ID:" with a "begins with" dropdown and a text input; "Student ID:" with a "begins with" dropdown, a text input, and a search icon; "First Name:" with a "begins with" dropdown and a text input; "Last Name:" with a "begins with" dropdown, a text input, and a search icon; "Catalogue Nbr:" with a "begins with" dropdown, a text input, and a search icon; and "Status:" with a dropdown menu showing "=" and another dropdown menu. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 38 Manage Concern

A search result list will be displayed.

Note Concerns requiring an update of student actions have a status of *UPDATE*.

Manage Concern

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Concern ID:

Student ID:

First Name:

Last Name:

Catalogue Nbr:

Status:

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All First 1-9 of 9 Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr	Status
0000000118				1003ENG	UPDATE
0000000143				1003ENG	DRAFT
0000000145				1003ENG	UPDATE

Figure 39 Existing concerns search results

Select the concern to be updated.

The Updates (Updates) page will be displayed with details of the student actions listed.

Student Information
Concern Detail
Assign
Investigation
Updates
Letters

Concern ID: 0000000055 Status: Pending Update Submit date: 02/18/2010 Closure Date: 03/18/2010

Action need to update	Update Due	Completed	Date Completed
1 Require the student to seek appropriate study skills advice from Learning Services	04/01/2010	No <input type="button" value="▼"/>	
2 Require the student to complete the Academic Integrity Student Tutorial within one month	04/01/2010	No <input type="button" value="▼"/>	

Save
Return to Search

Figure 40 Updates display

Student actions will be defaulted to (No) (refer Figure 40).

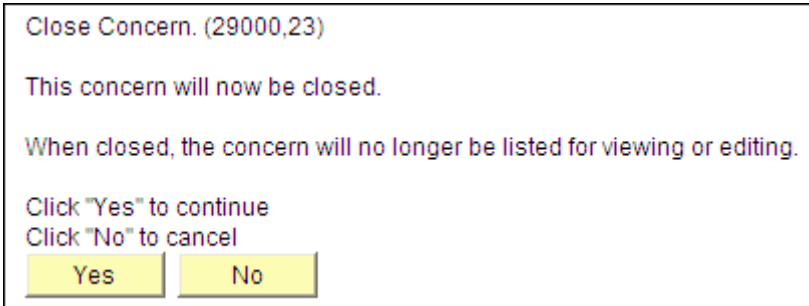
When the student has completed the action select (Yes) from the drop down list.

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

When all student actions have been completed or the completion date for all student actions has passed the (Close Concern) button will be enabled.

Choose (Close Concern) to close the concern.

The following prompt will be displayed and confirmation of the action is required.



Close Concern. (29000,23)

This concern will now be closed.

When closed, the concern will no longer be listed for viewing or editing.

Click "Yes" to continue
Click "No" to cancel

Figure 41 Close concern confirmation

Choose (Yes) to confirm closing the concern.

Choose (No) to cancel and return to the *Updates* tab to edit the update details.

The concern will be closed.

Note

The closure letter must also have been sent to the student for the (Close Concern) to be enabled (refer p31)

Append appeal outcome

Overview

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 Board. The outcome of an appeal is to be recorded against the concern.

This feature enables the Chair, Assessment Board or the Appeals Board Representative to record the details of the outcome of an appeal for academic misconduct with the original record of the concern.

Navigation

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

Manage Concerns is accessible as a navigation item in the Griffith portal (refer Figure 42).



Figure 42 Append appeal outcome navigation

Append appeal outcome

Choose *Append Appeal Outcome* from the Academic integrity management menu (refer Figure 43)



Figure 43 Append appeal outcome navigation

A search page will be displayed.

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

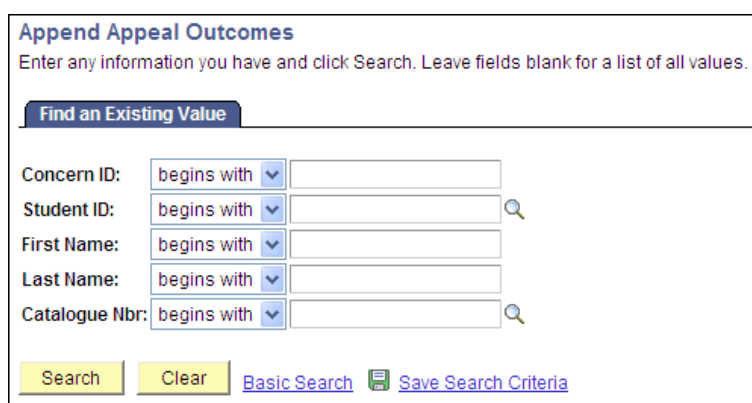
A screenshot of the 'Append Appeal Outcomes' search page. The page has a blue header with the title 'Append Appeal Outcomes' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the header is a blue button labeled 'Find an Existing Value'. The main search area contains five rows of search criteria: 'Concern ID:', 'Student ID:', 'First Name:', 'Last Name:', and 'Catalogue Nbr:'. Each row has a dropdown menu with 'begins with' selected and an input field. The 'Student ID' and 'Catalogue Nbr' fields have a magnifying glass icon. At the bottom of the search area are three buttons: 'Search', 'Clear', and 'Basic Search'. To the right of the 'Basic Search' button is a link labeled 'Save Search Criteria' with a document icon.

Figure 44 Append Appeal Outcomes search page

Choose (Search) list closed concerns.

Note Use the search features to narrow the search results.

A search result list will be displayed.

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

Append Appeal Outcomes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Concern ID: begins with ▼

Student ID: begins with ▼

First Name: begins with ▼

Last Name: begins with ▼

Catalogue Nbr: begins with ▼

Search
Clear
[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First ◀ 1-96 of 96 ▶ Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr
0000000002	[REDACTED]	[REDACTED]	[REDACTED]	1010CCJ
0000000003	[REDACTED]	[REDACTED]	[REDACTED]	1010CCJ
0000000004	[REDACTED]	[REDACTED]	[REDACTED]	1001AMC

Figure 45 Append Appeal Outcomes search list

Select the concern to be which the appeal outcome will be appended.

Edit appeal page fields

The **Appeals** (Appeals) page will be displayed.

Edit the Appeal page fields.

Figure 46 Appeal page

Note Mandatory fields are preceded with an asterisk (*).

Fields	Instructions
Commenced Date	Choose (Calendar search) to select the date of the start of the appeal (refer Figure 46
Completed Date	Choose (Calendar search) to select the date of the appeal finished (refer Figure 46).
Outcome	Select the outcome of the appeal from the drop down list (refer Figure 46)..
Notes	Type in any information relevant to the appeal (refer Figure 46). Choose (Spell check) (refer Figure 46) to spell check your text.
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 on the actions to be taken as a result of the investigation. Choose (Delete) to delete a decision on the actions to be taken as a result of the investigation.
Further information	Type in any information relevant to the decision (refer (refer Figure



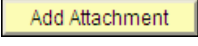

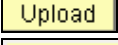
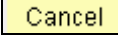


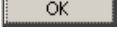
Fields	Instructions
	<p>46).</p> <p>Choose  (Spell check) (refer (refer Figure 46) to spell check your text.</p>
Update Due	<p>If the decision requires a student action then a date box will be displayed.</p> <p>Choose  (Calendar search) to select the date the student's actions for the decision are to be completed.</p> <p>The date is defaulted to a value set by system configuration.</p>
Reason for Learning Services Referral	<p>If the decision is a referral to Learning Services then this field is displayed.</p> <p>Enter the reason for the referral.</p> <p>The details entered will be printed on the Learning Services Referral form sent to the student.</p>
Add Attachment	<p>Choose  (Add Attachment) to attach a file to be stored with this concern appeal.</p> <p>Choose  (Browse) and locate the file required to be stored with this concern.</p> <p>Choose  (Upload) to upload the required file.</p> <p>Choose  (Cancel) to cancel the file upload.</p> <p>The maximum file size is 5MB.</p> <p>Multiple files can be attached.</p> <p>Choose  (Add Attachment) again to browse and locate another file to be stored with this concern.</p> <p>Choose  (Delete) to delete a file. A dialog box will be displayed.</p> <p>Choose  (OK) to confirm deleting the row.</p>

Figure 47 Appeals fields

Appeals

Multiple appeal outcomes

The screenshot displays the 'Appeals' system interface. At the top, it shows 'Concern ID: 0000000014', 'Status: CLOSE', 'Submit Date: 02/10/2010', and 'Closed Date: 02/10/2010'. Below this, there are navigation options: 'Find | View All', 'First', '1 of 3', and 'Last'. A red arrow points to a plus sign icon in the top right corner of this section.

The main details section includes:

- Sequence number:** 1
- Level:** Tier4
- Appealed by:** 0115902 Mrs Sandra Hunter
- *Commenced Date:** 03/09/2010
- *Completed Date:** 03/16/2010
- *Outcome:** Upheld
- Notes:** (Empty text area)

Below the notes is a 'Decisions' section with a search bar and navigation options. It shows a decision with ID '0070' and the text 'Require the student to undertake a supplementary assessment'. The 'Update Due' date is 04/27/2010. There is also a 'Futher Information' section.

At the bottom, there is a note: 'Note: The maximum File Size that can be attached is 5MB.' Below this is an 'Add Attachment' button and an 'Attached File' section showing one file with ID '1'. At the very bottom, there is an 'Append Appeal Outcome' button.

Figure 48 Multiple Appeals outcomes

Multiple appeal outcomes can be appended to the concern.
Choose (Add) to add another appeal outcome (refer Figure 48).

Append Appeal Outcome

Choose to append the appeal outcome to the original concern.

The following prompt will be displayed and confirmation of the action is required.

The dialog box is titled 'Append Appeal Outcome (29000,33)'. It contains the following text:

The appeal details will be appended to the selected concern.
Click "Yes" to append the appeal details.
Click "No" to cancel.

At the bottom of the dialog box are two buttons: 'Yes' and 'No'.

Figure 49 Append Appeal Outcome prompt

Choose to confirm appending the appeal to the concern.

Choose to cancel and return to the Append Appeal Outcome page.

Appeal outcome with student actions

If a student has to complete actions as a result of the appeal an update box will be displayed (refer Figure 50).

Appeals

Concern ID: 0000000063 Status: CLOSE Submit Date: 10/10/2007 Closed Date: 30/10/2007

Find | View All First 1 of 1 Last

Sequence number: 1 Level: Tier2

Appealed by: 0115902

Commenced Date: 15/03/2010

Completed Date: 19/03/2010

Outcome: Upheld

Notes:

Decisions Find First 1 of 1 Last

Decisions: 0090 Require the student rewrite the honours/postgraduate coursework dissertation/thesis in a specified timeframe

Update Due: 16/04/2010

Futher Information:

Note: The maximum File Size that can be attached is 5MB.

Add Attachment Attached File

1

Update			
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	No	

Append Appeal Outcome

Figure 50 Appeals Update box

The appeal outcome cannot be finalised until the all student actions have been completed or the completion date for all student actions has passed.

Choose *Append appeal outcome* on the left navigation to return to the Appeals menu (the appended appeal will be saved).

Note

Student actions resulting from the appeal will need to be updated by accessing the *Append Appeal Outcome* navigation (refer p41).

Update student appeal actions

Choose *Append Appeal Outcome* from the Academic integrity management menu (refer Figure 51).



Figure 51 Append appeal outcome navigation

A search page will be displayed.

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

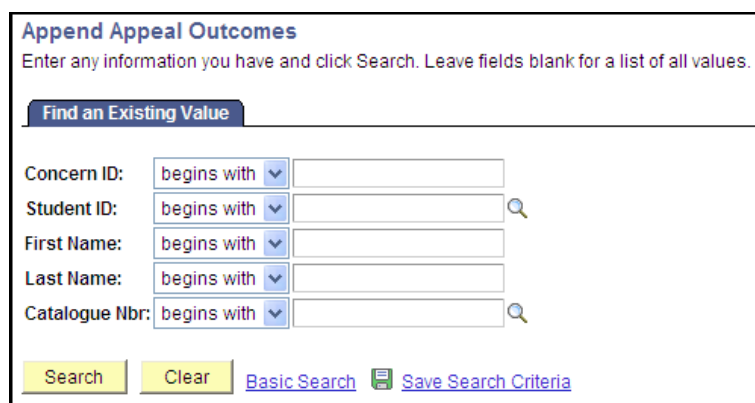
A screenshot of the 'Append Appeal Outcomes' search page. The page has a blue header with the title 'Append Appeal Outcomes' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the header is a blue button labeled 'Find an Existing Value'. The main content area contains five search fields, each with a 'begins with' dropdown menu and a text input box. The fields are: 'Concern ID:', 'Student ID:', 'First Name:', 'Last Name:', and 'Catalogue Nbr:'. The 'Student ID:' and 'Catalogue Nbr:' fields have a magnifying glass icon to the right of the input box. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Basic Search'. To the right of the 'Basic Search' button is a link labeled 'Save Search Criteria' with a document icon.

Figure 52 Append Appeal Outcomes search page

Choose (Search) list closed concerns.

Note Use the search features to narrow the search results.

A search result list will be displayed.

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

Append Appeal Outcomes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Concern ID: begins with []
 Student ID: begins with []
 First Name: begins with []
 Last Name: begins with []
 Catalogue Nbr: begins with []

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-96 of 96 Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr
0000000002				1010CCJ
0000000003				1010CCJ
0000000004				1001AMC

Figure 53 Append Appeal Outcomes search list

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

Student actions will be defaulted to **No** (No) (refer Figure 54).

When the student has completed the action select **Yes** (Yes) from the drop down list.

The date will be defaulted to the current date however it can be changed by choosing **31** (Calendar search) and selecting a new date.

Appeals

Concern ID: 0000000063 Status: CLOSE Submit Date: 10/10/2007 Closed Date: 30/10/2007

Sequence number: 1 Level: Tier2

Appealed by: 0115902

Commenced Date: 15/03/2010

Completed Date: 19/03/2010

Outcome: Upheld

Notes:

Decisions

Decisions: 0090 Require the student rewrite the honours/postgraduate coursework dissertation/thesis in a specified timeframe

Update Due: 16/04/2010

Futher Information:

Note: The maximum File Size that can be attached is 5MB.

Attached File: 1

Update

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	Yes	20/03/2010

Append Appeal Outcome

Figure 54 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.

The following prompt will be displayed and confirmation of the action is required.

Append Appeal Outcome (29000,33)

The appeal details will be appended to the selected concern.

Click "Yes" to append the appeal details.
Click "No" to cancel.

Figure 55 Close Append Appeal Outcome confirmation

Choose (Yes) to confirm finalising the appended appeal.

Choose (No) to cancel and return to the *Appeal* page.

View concern status

Overview

At times during the process, a Chair will not have edit access to a specific concern. This can occur when previous breaches have been found for the student and the concern has been assigned to the Student Academic Integrity Coordinator. To enable the concern details to be available to the Chair this feature allows the viewing of the concern in display only mode. A concern is not able to be edited when viewed using Concern Status.

Navigation



Figure 56 Concern Status Navigation

View concern status

Choose *Concern Status* from the Academic integrity management menu (Refer Figure 57)

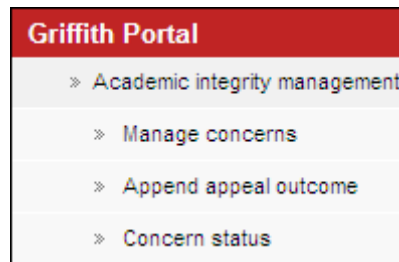


Figure 57 Append appeal outcome navigation

A listing of all concerns related to you will be displayed.

The image shows a screenshot of the 'Concern Status' page. At the top, there is a search form with fields for 'Student ID', 'First Name', 'Last Name', 'Concern ID', 'Catalogue Nbr', and 'Status'. A 'SEARCH' button is located below the search fields. Below the search form is a table with the following columns: 'View', 'Concern ID', 'Status', 'Current Assigner', 'Name', 'Course', and 'Student'. The table contains four rows of data, each with a 'View' button next to the 'Concern ID'.

	View	Concern ID	Status	Current Assigner	Name	Course	Student
1	View	0000000012	Under Investigation	10000000	Student Name (blurred)	Accounting for Decision Making	Student Name (blurred)
2	View	0000000048	Under Investigation	10000000	Student Name (blurred)	Eng Design Fundamentals	Student Name (blurred)
3	View	0000000061	Previous Breaches	SAIC		Statics and Materials	Student Name (blurred)
4	View	0000000062	Previous Breaches	SAIC		Statics and Materials	Student Name (blurred)

Figure 58 Concern Status

Enter any information you have in regard to the concern in the search boxes (refer Figure 57).

Choose [SEARCH](#) (Search) to display a list of the required concerns.

Choose [View](#) (View) to view the details of a concern.

Appendices

Appendix A – Sample letters and notifications

Appendix B – Frequently asked questions

Appendix A - Sample letters and notifications

This appendix contains sample letters that are sent to a student during the Academic Integrity Management process. Student letters are created during the process and send via electronic mail to the student's Griffith university email address. Letters are sent in the body of the email and can include attachments.

The appendix also contains a sample notification email sent to a Chair. Notification emails are sent daily to inform the Chair of actions requiring their attention regarding concerns they have raised or are investigating

Concern Letter

The Concern Letter is sent to the student when a possible concern for academic misconduct has been raised and assigned to a Course Convenor for investigation.

Student No: «Student_Number»

«Date»

VIA EMAIL: «Email»

«Title» «First_Name» «Last_Name»
«Street_1»
«City_1» «State_Province_1» «Postal_Code_1»

Dear «First_Name»,

Concerns have been raised about «Type_of_Breach» on Assessment Item: «Assessment_Task_Involved» for the course «Course_Code» «Course_Title», «Term_Date». I have attached a copy of your assessment item with some of the concerns highlighted. At this stage the assessment item has not been marked. Before marking the assessment item I require a response from you about my concerns. You may either write (or email me) or organise an appointment to come in and discuss this with me. You must respond within 14 days of the receipt of this email/letter.

After receiving your response I will consider the concerns and make a decision about the appropriate course of action taking into account your response. You will be informed of my decision, in writing (by email), within 14 days of the receipt of your response.

At Griffith University the academic conduct of students is very important. Without academic integrity, true academic discourse becomes impossible, learning is distorted and the evaluation of student progress and academic quality is seriously compromised. The details of the decisions available to me can be found in the Student Academic Misconduct Policy, Council Resolution 6/2009.

In preparing a response I encourage you to read the University's Institutional Framework for Academic Integrity (available from the Policy Library), speak to staff from Student Services or gain access through Student Services to a student advocate. You can contact Student Services at the most convenient campus location:

Gold Coast	(07) 555 28734	Nathan	(07) 373 57470
Logan	(07) 338 21159	Queensland College of Art	(07) 373 53143
Mt Gravatt	(07) 373 55669	Queensland Conservatorium	(07) 373 56344

«Chair, Assessment Board name»
Chair, «Faculty» Assessment Board

Closure Letter

The Closure Letter is sent to the student when a concern for academic misconduct has been investigated and a decision made as to the student actions.

Student No: «Student_Number»

«Date»

VIA EMAIL: «Email»

«Title» «First_Name» «Last_Name»

«Street_1»

«City_1» «State_Province_1» «Postal_Code_1»

Dear «First_Name»,

Thank you for your response to my concerns in relation to a matter of academic integrity. I have considered the allegation of %06 on Assessment Item - %10 for the course %07 %08, %14. The nature of the concern is serious, consequently I impose the following:
%15

This penalty is consistent with the Student Academic Misconduct Policy, Council Resolution 6/2009 which states:

If the Tier 2 Decision Maker (Chair of the Assessment Board) concludes on the basis of the evidence, including the student's written and/or verbal response, that a breach has occurred, then The Tier 2 Decision Maker may choose to impose one or more Tier 1 Educational Responses and/or one or more of the following Tier 2 Educational Responses:

- give the student a warning
- require the student to seek appropriate study skills advice from Learning Services
- require the student to undertake the Academic Integrity Student Tutorial within one month of receiving the letter from either a Tier 1 or Tier 2 decision maker advising them to do so
- allocate a mark for the student's assessment item, based on the portion of the assessment item unaffected by the academic misconduct
- allow the student to resubmit the assessment item to achieve a mark no higher than a "pass" mark for the item
- require the student to undertake supplementary assessment
- require the student to exclude the affected work from the honours/postgraduate coursework dissertation/thesis
- require the student to rewrite the honours/postgraduate coursework dissertation/thesis in a specified timeframe
- imposes a penalty in the form of a nil mark for the assessment item affected by the academic misconduct
- imposes a penalty in the form of a fail grade for the course in which the academic misconduct occurred
- imposes a penalty in the form of exclusion from the University

You are advised that all breaches of academic integrity are recorded in the University's central Academic Integrity Management System which is independent of your official student record. Any future breaches of academic integrity will result in a more severe penalty and this particular occurrence will be taken into account in determining the penalty for any further breaches of academic integrity. Under the University's Student Grievances and Appeals policy you may lodge an appeal against a penalty that falls within Section 8.5 of the Student Academic Misconduct policy to the University Appeals Committee. Further information is available at <http://www.griffith.edu.au/ua/aa/studentappeals/>

«Chair, Assessment Board name»
Chair, «Faculty» Assessment Board

cc. Course Convenor, «Course_Convenor»
Student Academic Integrity Coordinator

Referral Letter

The Referral Letter is sent to the student when a concern for academic misconduct has been referred by the Course Convenor to the Chair, Faculty Assessment Board.

Student No: «Student_Number»

«Date»

VIA EMAIL: «Email»

«Title» «First_Name» «Last_Name»
«Street_1»
«City_1» «State_Province_1» «Postal_Code_1»

Dear «Title» «Last_Name»,

I have considered the concern regarding «Assessment_Task_Involved» submitted for the course «Course_Code» «Course_Title».

I have decided to refer this matter to the Chair of the Griffith School of Engineering Assessment Board for a decision. You will be contacted by them in due course.

«Course_Convenor»
Course Convenor

cc: Student Academic Integrity Coordinator

Staff Notification

Staff notifications are sent on a daily basis to the Course Convenor to advise of actions requiring their attention for concerns of academic misconduct. The staff notification is only sent if actions are required.

1. For your action

Concern ID	Course Name	Submit Date	Status	Comment
0000001202	Adapt Hlth Chngs Older Adult	25/02/2010	Under Investigation	Concern assigned for investigation
0000001203	Adapt Hlth Chngs Older Adult	25/02/2010	Under Investigation	Concern assigned for investigation
0000001204	Adapt Hlth Chngs Older Adult	25/02/2010	Under Investigation	Concern assigned for investigation

Appendix B - Frequently asked questions

I can't see a specific concern.

Has the concern be assigned to you?

Are the original decisions made for the concern being reviewed by the coordinator?

I can't see the link for Student Academic Integrity Management in Griffith Portal.

Are you listed as the Chair of Assessment Board in the Student Academic Integrity Management System. Check with the Student Academic Integrity Coordinator.

The "Close Concern" button is disabled. Why?

For a concern to be able to be closed the following conditions must be met to enable the "Close Concern" button.

- The Closure Letter must have been created and sent to the student
- If a decision requires a student action the actions must be marked as completed or the most future date from all of the required student actions (see the Updates tab) must have passed.

Glossary of Terms

Term	Meaning
Assessment Weighting	The assessment weighting is the percentage amount the assessment task is worth overall for the semester or tri-semester.
Assign	A concern can only be assigned to one person at a time. Depending on the status, the concern can be assigned to the Course Convenor, Chair Faculty Assessment Board or the Student Academic Integrity Coordinator.
Assign tab	A page tab displayed in the Student Academic Integrity Management System that is used by the Student Academic Integrity Coordinator to assign the Decision Maker who will investigate and determine the required student actions for the raised concern.
Catalogue Nbr	The course code.
Concern	When a possible case of academic misconduct is identified the details of the misconduct are entered into a concern in the Student Academic Integrity Management System. The concern is assigned to a Decision Maker for investigation and decision on the appropriate student action.
Concern Detail tab	A page tab displayed in the Student Academic Integrity Management System that is completed by the Course Convenor to select the specific details of the concern being raised.
Course Convenor	The academic staff member appointed by the Head of School to have responsibility for the teaching and assessment of a course. The Course Convenor shall consider cases allocated to the Course Convenor by the Student Academic Integrity Coordinator as Tier 1 Cases.
Decision Maker	The person assigned the concern is considered the "Decision Maker" for the particular concern. The Decision Maker may be the Course Convenor (Tier 1 Decision Maker), or the Chair, Faculty Assessment Board (Tier 2 Decision Maker). The Decision Maker investigates the concern and determines the appropriate action to be taken should there be a finding of academic misconduct.
Investigation tab	A page tab displayed in the Student Academic Integrity Management System that is completed by the Decision Maker to record the outcomes from the investigation into the raised concern. The Decision Maker will also record the student actions required based on the findings of the investigation.
Letters tab	A page tab displayed in the Student Academic Integrity Management System that is used to create and send student letters during the process of investigation of the concern.
Raiser	The person who has identified the concern initially. This could be the Course Convenor or an instructor or tutor.
Raise date	The date the concern was identified by the Raiser.
Refer	During the process of investigation a Course Convenor can request that a concern they are currently investigating be referred to the relevant Chair, Faculty Assessment Board. When referred the

Term	Meaning
	concern is assigned to the Chair, Faculty Assessment Board who will undertake the remaining investigation and/or decision making for the concern.
Related student	A student who may be involved in the academic integrity concern (eg. Involved in collusion or a student whose work may have been copied).
Report	Reports are able to be generated by the Student Academic Integrity Coordinator to provide strategic and detailed reporting on the status of concerns captured within the Student Academic Integrity Management System.
Status	<p>As a concern progresses through the Student Academic Integrity Management System the status of the concern will change to reflect the current actions to be taken. The available status for a concern are:</p> <ul style="list-style-type: none"> • Draft • Submitted • Under Investigation • Previous Breaches • Updates Required • Closed
Student Academic Integrity Coordinator	University staff member responsible for keeping a record of all concerns and proven breaches of academic integrity. The duties of the Co-ordinator include keeping a record of all cases, including reports from Course Convenors, and from cases heard by the Chair, Assessment Board, giving information and other support to Course Convenors to assist them in discharging their duties and managing the Student Academic Integrity Management System.
Student Information tab	A page tab displayed in the Student Academic Integrity Management System that is completed by the Course Convenor to select the course and student for which the concern is being raised.
University Appeals Committee Representative	University staff member who acts in the capacity of Secretary to the University Appeals Committee and is able to append the outcome of any appeal to the student's record on the Student Academic Integrity Management System.
Updates tab	A page tab displayed in the Student Academic Integrity Management System that is updated when the required student actions are completed.
Term	A given semester (or tri-semester) or study period and year.

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