Revise original decisions

Decisions made about a concern can be revised based on the seriousness of a student's previous breaches. You will be contacted by the Student Academic Integrity Coordinator to discuss the matter, they will then assign the concern back to you for revision and/or closure.

Step before	Refer to the job aid *Record investigation outcomes.*

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

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

Search for a concern

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

Choose Search (Search) to list submitted concerns.

The search results list will be displayed.

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

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

Investigate

If the coordinator has confirmed that the decisions will be revised a dialog box will be displayed.

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

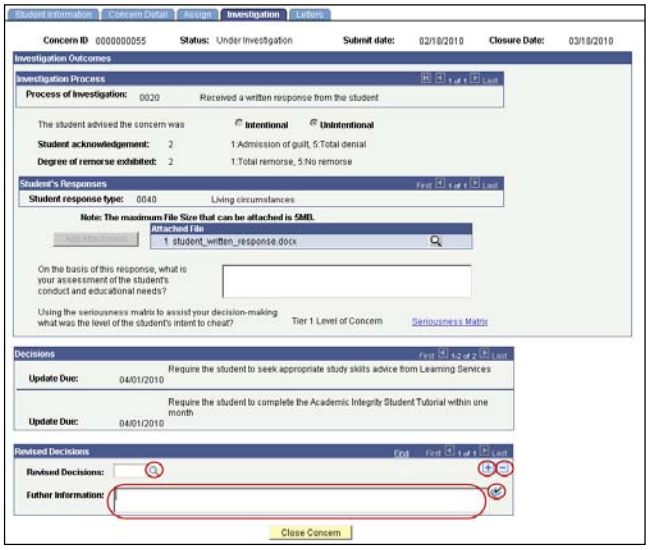


Figure 1 Revise decisions

Field	Instructions
Decision	Choose (Revised decision search) to select your revised decision on the actions to be taken as a result of the investigation. Original decisions that are still to be included in the revised decisions must also be entered. Multiple decisions can be added. Choose (Add) to add another revised decision is associated with this concern. Choose (Delete) to delete a revised decision.
Further Information	Type in further information details into the text box as relevant
Update Due	If the decision requires a student action then a date box will be displayed. Choose (Search calendar) to select the date the student's actions for the decision are to be completed. Date format is dd/mm/yyyy.
Reason for Learning Services Referral	If the decision is *Seek study skills* then a text box is displayed. Type in the reason for Learning Services referral form. The reason entered will be printed on the Learning Services Referral form sent to the student.

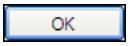
Table 1 Investigation fields

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

Choose (Close Concern) to close the concern.

Close a concern

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

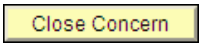
Choose  (OK) to close the dialog box.

Refer to the job aid *Edit, send and view closure letter*

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.

Chose (Investigation) to display the investigation details.

Choose  (Close Concern) to close the concern.

Step after	Refer to the job aid *Send, edit and view a closure letter.*

Related job aids

- Edit, send and view closure letter.
- Update student actions.
- Glossary of terms.

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.

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