Recording the Investigation

Access SAIMS from the portal under Learning and Teaching/Managing assessment/Academic integrity management/Manage concerns.

In the course of an investigation, if a student provides a written response to you, pdf the email and attach it into the system. If you meet with the student, make a file note and attach this into the system. Attaching this type of documentation will ensure that all the information about the academic integrity concern is recorded and ensures that all the information about a case is available. Please also remember that other decision makers will rely on your documentation if the student has a previous breach or if the matter goes to appeal or to an external complaint.

From Manage Concerns, leave all fields blank and hit search to bring up a list of concerns assigned to you. Click on the concern and go to the investigations tab. Use the look up icon to select from a list of options, radio buttons and use the + and – to add or delete.

- Process of investigation – select from a list.
- Concern was intentional/unintentional – use the radio button to select.
- Student acknowledgement and Degree of remorse – select the relevant level on a scale of 1-5.
- Student response type – select from the list (or choose other and type in an explanation) to select the reason given by the student for the breach. Two new response types have been included:
    - No mitigating circumstances – use this response type if the student admits they have breached academic integrity standards and has not provided any mitigating circumstances such as health, family issues, heavy paid workload etc.
    - Student denied – student denies the allegation against them and provides no explanation or excuse for the behavior.
- Add attachment – if the student has provided a written response this should be saved and attached to the concern. If you have met with the student, make a file note and attach.
- Assessment – type in details of your assessment of the student's conduct and educational needs.
- Students intent – select whether you consider the matter to be a Tier 1 or Tier 2 incident.

- Decision – use the look up icon to select your decision, use either + or – buttons to add or delete.
- Update due – if a student action is required a date box will be displayed.
- If you choose the decision to refer the student to see a Learning Advisor, you must complete the reason for referral section to assist the Learning Advisor to address the issues you have identified.
  - The closure letter provides a link for the student to make an appointment with a Learning Advisor. The Learning Advisor will be able to access the referral in SAIMS and will complete the form in SAIMS when the student has attended an appointment.