

**Student Academic Integrity  
Management System**  
Course Convenors  
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 Student Academic Integrity 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. Features have been provided within the system to enable Course Convenors to raise and track concerns from initiation to completion.

Course Convenors have access to the following features after accessing the system:

- Enter a new concern
- Duplicate a concern
- Record investigation outcomes
- Record student actions
- Close a concern
- View, edit and send student letters
- View a concern's status

## Process

All concerns managed using the Student Academic Integrity Management System must follow the process as outlined and documented in the Institutional Framework and Student Academic Misconduct Policy. Figure 1 shows the overall process for student 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"> <li>The concern letter and closure letter have been sent.</li> <li>All student actions, if required, are completed or the dates for the student actions have elapsed.</li> </ul> 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

## Process workflow

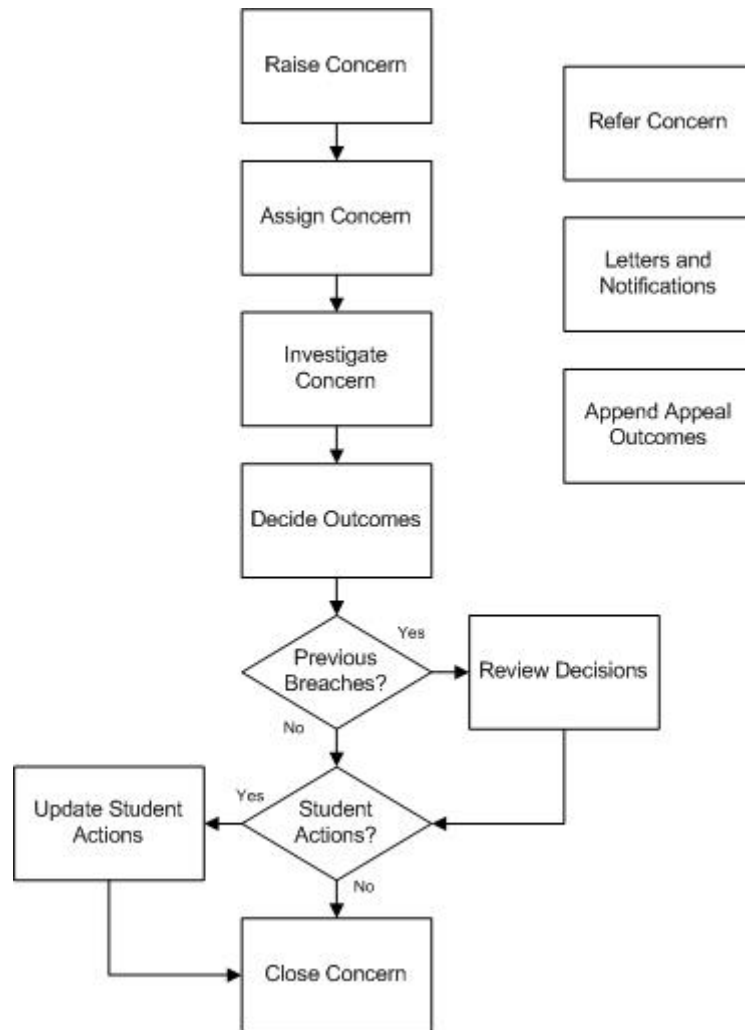


Figure 1 Student Academic Integrity Management process workflow

## System

### Access

Course Convenors have access to the system to manage and track concerns about the academic misconduct of students enrolled in the courses they are responsible for.

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 2 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.

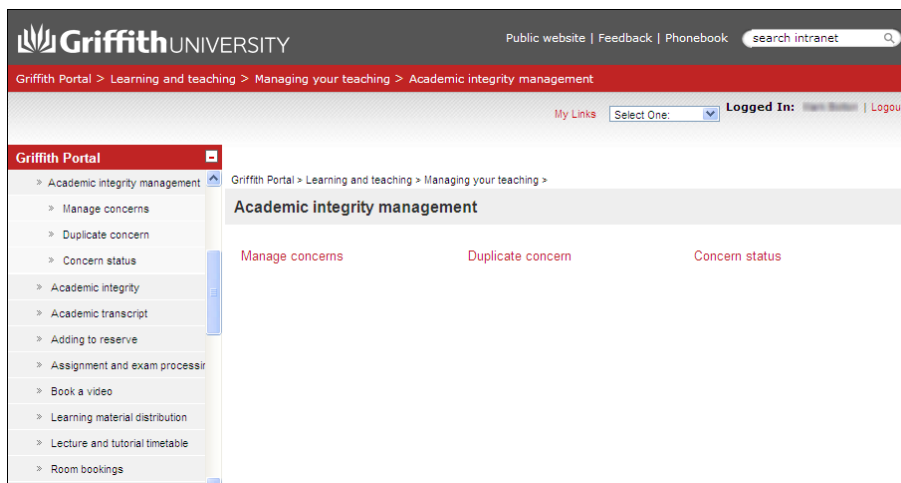


Figure 2 Accessing Student Academic Integrity Management from the Griffith Portal

The 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](http://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.

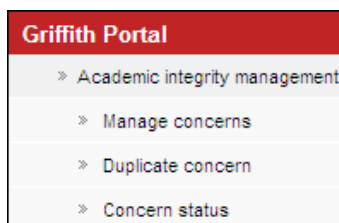


Figure 3 Student Academic Integrity Management navigation items

Navigation Item	Description
Manage concerns	This navigation item enables the Course Convenor to enter a new concern, record investigation outcomes, record student actions to be taken and record when a student has completed the required actions. The Course Convenor can also edit, send and view student letters.
Duplicate concerns	This navigation item enables the Course Convenor to create clones of an existing draft concern for a number of selected students.
Concern status	This navigation item enables the Course Convenor 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 3 Course Convenor navigation

## 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/EDIT	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		EDIT (Append Appeal outcomes only)	EDIT (Append Appeal outcomes only)

Table 4 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

State	Description
	<p>taken for the concern, the system will check for any previous breaches for the student. If there are previous breaches the 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 5 Concern states descriptions

# Manage Concerns

## Overview

Course Convenors use the *Manage Concerns* features to manage and track concerns about academic misconduct. During the process of managing a concern the Course Convenor may consult with the Student Academic Integrity Coordinator to review the concern, review 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).

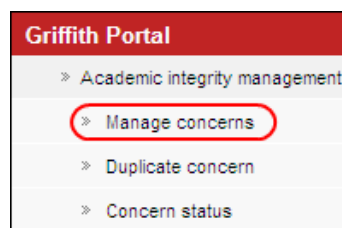


Figure 4 Manage concerns navigation

## Create a new concern

The Course Convenor will create a new concern when a possible concern about student academic misconduct has been identified. The Course Convenor will then submit the details to the Student Academic Integrity Coordinator.

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

A search page will be displayed.

Figure 5 Manage Concern search page

Choose **Add a New Value** (Add a New Value) and the Student Information page will be displayed.

## Student information


Enter the course information details.

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

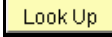
Figure 6 Student Information

## Term

Term refers to the semester (or tri-semester or study period) and year when the concern was identified.

Choose  (Term search) (refer Figure 6) to select the course term for which the concern will be raised. Select the required term from the search results. You may need to scroll down the page to view all the results. Or

Type in the required course code in the Term search text box (refer Figure 7).

Choose  (Look Up) (refer Figure 7) and select the required term from the search results.

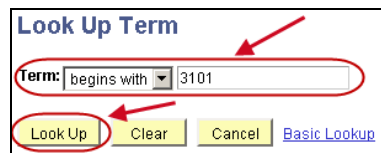
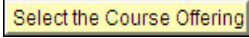


Figure 7 Look Up Term

## Course

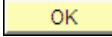
Choose  (Select the Course Offering) (refer Figure 6) to display a list of courses for the selected term.

AIMS Student ID Secondary Page  
Please select a Catalogue Number

Academic Institution	Course ID	Description	Course Offering Nbr	Catalogue Nbr	Campus	Subject Area	
<input checked="" type="radio"/>	GRIFF	089665	Legal Issues for Managers	3	2007PPP	GC	LAW
<input type="radio"/>	GRIFF	089665	Legal Issues for Managers	1	2007PPP	LG	LAW
<input type="radio"/>	GRIFF	089665	Legal Issues for Managers	2	2007PPP	NA	LAW
<input type="radio"/>	GRIFF	080865	EEO Practice and Law	1	7002IRL	NA	LAW

Figure 8 Student ID Secondary Page

Select the required course from the list displayed (refer Figure 8).

Choose  (OK).

The selected term and course details will be displayed in the Student Information page.

The screenshot shows a web interface with two tabs: "Student Information" (selected) and "Concern Detail". Below the tabs, the "Concern ID" is "NEW" and the "Status" is "Draft".

The "Course Information" section includes:
 

- \*Term: 3101 (with a search icon) Semester 1 2010
- Select the Course Offering (highlighted in yellow)
- Course ID: 089665 Legal Issues for Managers
- Catalogue Nbr: 2007PPP Course Offering Nbr: 3 Campus: Gold Coast


The "Student information" section includes:
 


- \*Student ID: (with a search icon, circled in red)
- Title: First Name: Last Name:
- Email:

 A red arrow points to the "First Name" label. A "Save" button is located at the bottom left.

Figure 9 Course Information displayed

## Student

Choose  (Student ID search) (refer Figure 9) to select the student about whom the concern is being raised. Or  
Type in any known details into the search text boxes to assist with narrowing down the student list.

Choose  (Look Up).

Select the required student from the list.

The selected student details will now also be displayed in the Student Information page.

The screenshot shows the same web interface as Figure 9, but with the "Student ID" field populated with "9999999" and a search icon. The "Student information" section now displays:
 

- Title: Mr First Name: Last Name:
- Email: @griffith.edu.au

Figure 10 Student Information completed

## Concern detail

Choose **Concern Detail** (Concern Detail) to display the fields for entering the details of the new concern.

Enter the concern details.


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

The screenshot shows the 'Concern Detail' form with the following sections and fields:

- Student Information:** Concern ID: NEW, Status: Draft
- Course Information:**
  - Academic Career: UGRD Undergraduate
  - Academic Program: 1034 B Business
  - Course ID: 089665 Legal Issues for Managers
  - Term: 3101 Semester 1 2010, Campus: GC
  - \*Assessment task: [Search icon]
  - Assessment weighting (%): [Search icon]
  - Group based: [Search icon]
- Related Student:** Table with columns ID, Prefix, First Name, Last Name. Row 1: [Search icon], [Search icon], [Search icon], [Search icon].
- Concern Details:**
  - \*Raiser: [Search icon] Mr. [Search icon]
  - Email: [Search icon] @griffith.edu.au
  - \*Raise Date: 02/15/2010 [By]
  - Was the concern identified through text matching software?  Yes  No
  - Type of Concern:** \*Type of Concern: [Search icon]
  - Evidence: [Text box]
  - Note: The maximum File Size that can be attached is 5MB.
  - Attached File:** Add Attachment button, Table with 1 row: 1 [Search icon]
  - In your initial evaluation, based on the seriousness matrix, is the concern: [Dropdown menu] [Seriousness Matrix](#)
- Submit Concern** button at the bottom.

Figure 11 Concern Detail

## Assessment Task

Choose  (Assessment task search) (refer Figure 11) to select the assessment task. Select the *Type of Assessment task* or *Other* if there is no suitable assessment task type. This will display a text box for typing in details.

## Assessment Weighting

The assessment weighting is the percentage the assessment task is worth overall for the semester or tri-semester.

Type in a whole number in the Assessment Weighting text box (refer Figure 11).



## Group Based

Select the  (Group based checkbox) (refer Figure 11) if the assessment was group-based otherwise leave it blank.

## Related Student

Choose  (Related Student ID search) (refer Figure 11) to select another student that is associated with this concern (e.g. where two students have copied from each other). Multiple students can be added.

Choose  (Add) to add another student that is associated with this concern.

Choose  (Delete) to delete student.

The screenshot shows the 'Concern Detail' form with the following sections:

- Concern Information:** Concern ID: NEW, Status: Draft.
- Course Information:** Academic Career: UGRD Undergraduate, Academic Program: 1034 B Business, Course ID: 089665 Legal Issues for Managers, Term: 3101 Semester 1 2010, Campus: GC, \*Assessment task: 0010 Essay writing task, Assessment weighting (%): 30, Group based .
- Related Student:** A table with columns ID, Prefix, First Name, Last Name, and buttons for adding (+) and deleting (-) students.
- Concern Details:**
  - \*Raiser:  (with search icon) and a dropdown menu.
  - Email:  @griffith.edu.au
  - \*Raise Date: 02/15/2010 (with calendar icon)
  - Was the concern identified through text matching software?  Yes  No
  - Type of Concern:  (with search icon) and buttons for adding (+) and deleting (-) types.
  - Evidence:
  - Note: The maximum File Size that can be attached is 5MB.
  - Attached File:  and a table with 1 file.
  - In your initial evaluation, based on the seriousness matrix, is the concern:  (with dropdown menu) and a link to 'Seriousness Matrix'.

Figure 12 Concern Detail course information

## Raiser

The Raiser is the academic staff member who identified the concern about academic integrity. (eg. They may be Course Convenor or a Course Instructor or Tutor.)

The Staff ID for the Raiser will default to the person creating the concern.

If the raiser was a different person then choose  (Raiser search) (refer Figure 12) to select the new person's details. Or


Type in any known details into the search text boxes to assist with narrowing down the raiser list.

Choose  (Look Up).

Select the required raiser from the search results list.

## Raise Date


The Raise Date is the actual date the academic integrity concern was identified. The Raise Date defaults to the date the concern was created.


If the date the concern was raised is different to the default date then choose  (Calendar search) (refer Figure 12) to select another date.

## Text matching software?


Select Yes if the concern was detected using text matching software (eg. SafeAssign).


## Type of Concern

Choose  (Type of Concern search) (refer Figure 12) to select the type of concern. Select the *Type of Concern* or *Other* if there is no suitable type. This will display a text box for typing in details.

Choose  (Spell check) to spell check your text.

Multiple types of concerns can be added.

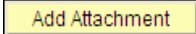
Choose  (Add) to add an additional type of concern.


Choose  (Delete) to delete a type of concern.

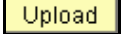
## Evidence

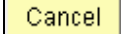
Type in information about evidence for the concern in the evidence text box.

## Single attachment

Choose  (Add Attachment) (refer Figure 12) to attach an evidence file.

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.

### Note

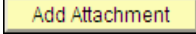
Work could be scanned and a PDF file attached as evidence.

Practical work could be photographed and a graphic file attached as evidence.

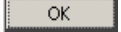
The maximum file size is 5MB

## Multiple attachments

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 file.

## Initial Evaluation

Select your initial evaluation for the new concern from the drop down list (Tier 1 or Tier 2).

The Seriousness Matrix can be accessed using the [Seriousness Matrix](#) (Seriousness Matrix) link (refer Figure 12).

## Completed concern details page

An example of a Completed Concern Details page is shown below.

**Concern Details**

\*Raiser: [Name] Mr [Last Name]  
 Email: [Email] @griffith.edu.au  
 \*Raise Date: 02/12/2010  
 Was the concern identified through text matching software?  Yes  No

**Type of Concern**

\*Type of Concern: 0040 Using someone else's assignment  
 \*Type of Concern: 0020 Copying from Text, Artwork, Diagrams

**Evidence:** Copies of the essays involved in the concern are attached with the relevant sections highlighted in the documents.

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


Add Attachment

Attached File	
1	essay_student2.docx
2	essay_student1.docx

In your initial evaluation, based on the seriousness matrix, is the concern: Tier 1 Level of Concern  
[Seriousness Matrix](#)


Figure 13 Completed Concern Details

## Save

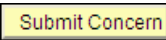
A concern can be saved at any time by choosing  (Save) at the bottom of the page. This saves the concern as a draft.

The saved concern is able to be accessed for editing at a later time.

### Note

If you need to duplicate a concern choose  (Save) and DO NOT submit the concern. When you have completed the duplicate concern (refer p58) then open the original concern, then edit if required and submit it.

## Submit concern

Choose  (Submit Concern) to send the concern to the Student Academic Integrity Coordinator.

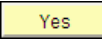
The following prompt will be displayed and confirmation of the action is required.

Submit Concern. (29000,16) The Concern will be submitted to the Student Academic Integrity Coordinator for review and assigned to a decision maker for investigation.

When submitted the concern will no longer be listed for editing. The status of the concern can be viewed using "Concern Status".

Click "Yes" to submit the concern  
 Click "No" to cancel

Figure 14 Confirm submitting concern

Choose  (Yes) to confirm sending the concern to the Student Academic Integrity Coordinator.

---

Choose  (No) to cancel sending the concern to the Student Academic Integrity Coordinator.

The concern will be assigned to the Student Academic Integrity Coordinator.

**Note**

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

**Note**

The Student Academic Integrity Coordinator will review the concern and determine whether Course Convenor or the Chair, Faculty Assessment Board the will be assigned to investigate the concern. If you are assigned to investigate the concern you will receive notification by electronic email. (refer p43)

## Edit a draft concern

When raising a concern the Course Convenor is able to save the new concern prior to submitting it to the Student Academic Integrity Coordinator. Duplicate concerns are also saved as drafts (refer p58). The saved concern is able to be accessed for editing at a later time.

### Note

This feature can also be used to add information to a draft duplicated concern that is specific to a particular student such as individually uploading a copy of their assignment or SafeAssign report. Refer to *Duplicate a Concern* p58).

Choose *Manage concerns* from the Academic integrity management menu (refer Figure 15).

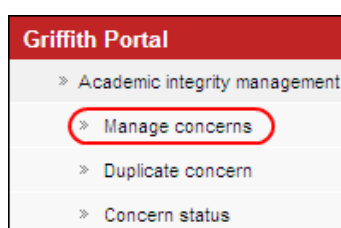


Figure 15 Manage concerns navigation

A search page will be displayed.

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

 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'. Below the tabs are search criteria: 'Concern ID', 'Student ID', 'First Name', 'Last Name', and 'Catalogue Nbr', each with a 'begins with' dropdown and a text input field. There are also magnifying glass icons next to the Student ID and Catalogue Nbr fields. A 'Status' dropdown is set to '='. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 16 Manage Concern

Choose **Search** (Search) to list the draft concerns.

### Note

Use the search features to narrow the search results.

A search result list will be displayed.

**Note** Saved and duplicate concerns are saved with a status of *DRAFT*.

### Manage Concern

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

Concern ID:    
 Student ID:     
 First Name:    
 Last Name:    
 Catalogue Nbr:     
 Status:

[Basic Search](#)

### Search Results

View All First 1-10 of 10 Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr	Status
0000000107				1003ENG	DRAFT
0000000115				1003ENG	DRAFT
0000000116				1003ENG	DRAFT

Figure 17 Concern search screen

Select the concern to be investigated from the search list.  
 The Student Information page will be displayed with the relevant information.

## Student information

Check the information displayed and change it if needed.

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

**Concern ID:** 0000001268      **Status:** Draft

### Course Information

**\*Term:**   Semester 1 2010

**Course ID:** 089665      Legal Issues for Managers  
**Catalogue Nbr:** 2007PPP      **Course Offering Nbr:** 3      **Campus:** Gold Coast

### Student information

**\*Student ID:**


**Title:**       **First Name:**       **Last Name:**

**Email:**

Figure 18 Student Information

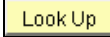
## Term

Term refers to the semester (or tri-semester or study period) and year when the concern was identified.

Choose  (Term search) (refer Figure 18) to change the course term when the concern was raised.

Select the required term from the search results. You may need to scroll down the page to view all the results. Or

Type in the required course code in the Term search text box (refer Figure 19).

Choose  (Look Up) (refer Figure 19) and select the required term from the search results.

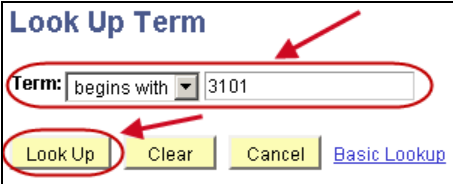
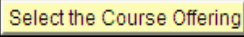
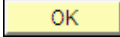


Figure 19 Look Up Term

## Course

Term refers to the semester (or tri-semester or study period) and year when the concern was identified.

If you need to change the course information choose  (Select the Course Offering) (refer Figure 18).


Then select the course from the list displayed (refer Figure 20) and choose  (OK).

AIMS Student ID Secondary Page  
Please select a Catalogue Number

Academic Institution	Course ID	Description	Course offering Nbr	Catalogue Nbr	Campus	Subject Area
<input checked="" type="radio"/>	GRIFF 089665	Legal Issues for Managers	3	2007PPP	GC	LAW
<input type="radio"/>	GRIFF 089665	Legal Issues for Managers	1	2007PPP	LG	LAW
<input type="radio"/>	GRIFF 089665	Legal Issues for Managers	2	2007PPP	NA	LAW
<input type="radio"/>	GRIFF 080865	EEO Practice and Law	1	7002IRL	NA	LAW

Figure 20 Student ID Secondary Page

## Student

If you need to change the student about whom the concern is being raised choose  (Student ID search) (refer Figure 18) to change the student about whom the concern is being raised. Or

Type in any known details into the search text boxes to assist with narrowing down the student list.

Choose  (Look Up).

Select the required student from the list.

The selected student details will now also be displayed in the Student Information page.

## Concern detail

Choose **Concern Detail** (Concern Detail) to display the fields of the draft concern.

Check the information displayed and change if needed.

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


The screenshot shows the 'Concern Detail' form with the following sections and fields:

- Course Information:**
  - Concern ID: NEW, Status: Draft
  - Academic Career: UGRD Undergraduate
  - Academic Program: 1034 B Business
  - Course ID: 089665 Legal Issues for Managers
  - Term: 3101 Semester 1 2010, Campus: GC
  - \*Assessment task: [Searchable text box]
  - Assessment weighting (%): [Searchable text box]
  - Group based:
- Related Student:**

ID	Prefix	First Name	Last Name
1			
- Concern Details:**
  - \*Raiser: [Searchable text box] Mr. [Searchable text box]
  - Email: [Searchable text box]@griffith.edu.au
  - \*Raise Date: 02/15/2010 [Calendar icon]
  - Was the concern identified through text matching software?  Yes  No
- Type of Concern:**
  - \*Type of Concern: [Searchable dropdown]
  - Evidence: [Text area]
  - Note: The maximum File Size that can be attached is 5MB.
  - Add Attachment button
  - Attached File table with 1 row containing '1'
- Bottom:**
  - In your initial evaluation, based on the seriousness matrix, is the concern: [Dropdown]
  - [Seriousness Matrix](#)
  - Submit Concern button

Figure 21 Concern Detail

## Assessment Task

If you need to change the assessment task choose  (Assessment task search) (refer Figure 23).

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



## Assessment Weighting

The assessment weighting is the percentage the assessment task is worth overall for the semester or tri-semester.

If you need to change the weighting, type in the new weighting in the Assessment Weighting text box (refer Figure 23).

## Group Based

If the assessment was group based check  (Group based checkbox) (refer Figure 23) is selected otherwise it should be blank.

## Related Student

If you need to include another student who was associated with this concern (e.g. where two students have submitted similar assignments) choose  (Related student ID search) (refer Figure 23) and select the required student.

Multiple students can be added.

Choose  (Add) to add another student that is associated with this concern.

Choose  (Delete) to delete student.

The screenshot shows a web form titled 'Concern Detail' with two tabs: 'Student Information' and 'Concern Detail'. The 'Concern Detail' tab is active and contains the following sections:


- Concern Information:**
  - Concern ID: NEW
  - Status: Draft
- Course Information:**
  - Academic Career: UGRD Undergraduate
  - Academic Program: 1034 B Business
  - Course ID: 089665 Legal Issues for Managers
  - Term: 3101 Semester 1 2010
  - Campus: GC
  - \*Assessment task: 0010 Essay writing task
  - Assessment weighting (%): 30
  - Group based:
- Related Student:**

ID	Prefix	First Name	Last Name		
1	Miss	[Redacted]	[Redacted]	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Mr	Michael	Morton	<input type="button" value="+"/>	<input type="button" value="-"/>
- Concern Details:**
  - \*Raiser: [Redacted] (highlighted with a red circle and arrow)
  - Email: [Redacted]@griffith.edu.au
  - \*Raise Date: 02/15/2010 (highlighted with a red circle and arrow)
  - Was the concern identified through text matching software?  Yes  No (highlighted with a red circle and arrow)
  - \*Type of Concern: [Redacted] (highlighted with a red circle and arrow)
  - Evidence: [Redacted] (highlighted with a red circle and arrow)
  - Note: The maximum File Size that can be attached is 5MB.
  - Attached File: [Redacted] (highlighted with a red circle and arrow)
  - Add Attachment:  (highlighted with a red circle and arrow)
  - In your initial evaluation, based on the seriousness matrix, is the concern: [Redacted] (highlighted with a red circle and arrow)
  - Link: [Seriousness Matrix](#) (highlighted with a red circle and arrow)

Figure 22 Concern detail course information

## Raiser

The Raiser is the academic staff member who identified the concern about academic integrity (eg. They may be Course Convenor or a Course Instructor or Tutor).

If the raiser was a different person to the one shown then choose  (Raiser search) (refer Figure 24.) to select the new person's details. Or


Type in any known details into the search text boxes to assist with narrowing down the raiser list.

Choose  (Look Up).

Select the required raiser from the search results list.

## Raise Date


The Raise Date is the actual date the academic integrity concern was identified.

If the date the concern was raised is different to the date shown then choose  (Calendar search) (refer Figure 24.) to select another date.

## Text matching software?


If the concern was detected by text matching software (e.g. SafeAssign) check the Yes radio button is selected.

## Type of Concern


If you need to change the type of concern choose  (Type of concern search) (refer Figure 24).


Select the *Type of Concern* or *Other* if there is no suitable type.

This will display a text box for typing in details.

Choose  (Spell check) to spell check your text.

Multiple types of concerns can be added.

Choose  (Add) to add an additional type of concern.

Choose  (Delete) to delete a type of concern.


### Note

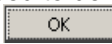
If you are editing a duplicate concern, remember to check that the evidence and attached files are for the relevant student.


## Evidence

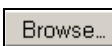
If needed edit the information about the evidence for the concern in the evidence text box.

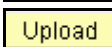
## Single Attachment

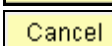
If you need to delete an attachment choose  (Delete). A dialog box will be displayed.

Choose  (OK) to confirm deleting the file.

If you need to attach an evidence file choose  (Add Attachment) (refer Figure 24).

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

Choose  to upload the required file.

Choose  to cancel the file upload.

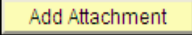
**Note**

Work could be scanned and a PDF file attached as evidence.

Practical work could be photographed and a graphic file attached as evidence.

The maximum file size is 5MB

**Multiple Attachments**

If you need to add multiple attachments choose  (Add Attachment) again to browse and locate another file to be stored with this concern.

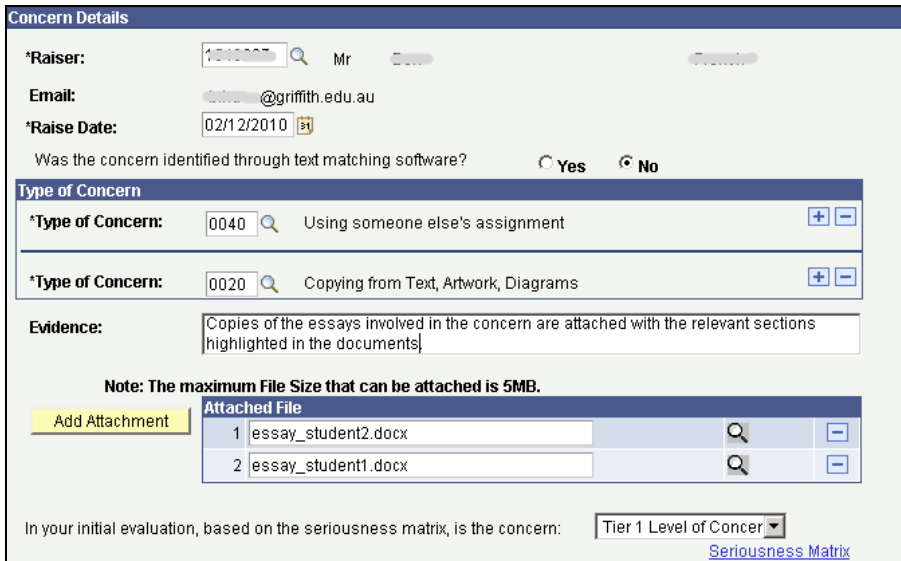
**Initial Evaluation**

If you need to change your initial evaluation for the draft concern select Tier 1 or Tier2 from the drop down list.

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

**Completed concern details page**

An example of a Completed Concern Details page is shown below.



**Concern Details**

\*Raiser: [Name] Mr [Last Name]

Email: [Email]@griffith.edu.au

\*Raise Date: [Date]

Was the concern identified through text matching software?  Yes  No

**Type of Concern**

\*Type of Concern: [Code] Using someone else's assignment

\*Type of Concern: [Code] Copying from Text, Artwork, Diagrams

**Evidence:** [Text Area]

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

**Attached File**


File ID	File Name	Search	Remove
1	essay_student2.docx		
2	essay_student1.docx		

In your initial evaluation, based on the seriousness matrix, is the concern: [Tier 1 Level of Concern]

[Seriousness Matrix](#)


Figure 23 Completed concern details

**Save**

A concern can be saved at any time by choosing  (Save) at the bottom of the page. This saves the concern as a draft.

The saved concern is able to be accessed for editing at a later time.

**Note**

If you need to duplicate a concern choose  (Save) and DO NOT submit the concern. When you have completed the duplicate concern (refer p58) then open the original concern and submit it.

## Submit concern

Choose  (Submit Concern) to send the concern to the Student Academic Integrity Coordinator.

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

Submit Concern. (29000,16) The Concern will be submitted to the Student Academic Integrity Coordinator for review and assigned to a decision maker for investigation.

When submitted the concern will no longer be listed for editing. The status of the concern can be viewed using "Concern Status".

Click "Yes" to submit the concern  
Click "No" to cancel

Figure 24 Confirm submitting concern

Choose  (Yes) to confirm sending the concern to the Student Academic Integrity Coordinator.

Choose  (No) to cancel sending the concern to the Student Academic Integrity Coordinator.

The concern will be assigned to the Student Academic Integrity Coordinator.

**Note**

When a concern is assigned to the Student Academic Integrity Coordinator the concern will no longer appear in your search list. Please advise the Student Academic Integrity Coordinator if you accidentally submit a concern twice as you are unable to delete it.

**Note**

Please advise the Student Academic Integrity Coordinator if you accidentally submit a concern twice as you are unable to delete it.

**Note**

The Student Academic Integrity Coordinator will review the concern and determine whether Course Convenor or the Chair, Faculty Assessment Board the will be assigned to investigate the concern. If you are assigned to investigate the concern you will receive notification by electronic email. (refer p69).

## Record investigation outcomes

The Course Convenor 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.

**Note** If you wish to refer the concern to the Chair Assessment Board contact the Student Academic Integrity Coordinator to discuss the matter.

Choose *Manage Concerns* from the Academic integrity management menu (refer Figure 27).

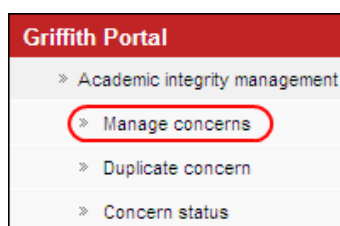


Figure 25 Manage concerns navigation

A search page will be displayed.

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

 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 [dropdown] [text input]
- Student ID: begins with [dropdown] [text input] [magnifying glass icon]
- First Name: begins with [dropdown] [text input]
- Last Name: begins with [dropdown] [text input]
- Catalogue Nbr: begins with [dropdown] [text input] [magnifying glass icon]
- Status: [=] [dropdown] [text input] [dropdown]

 At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 26 Existing concern search

Choose **Search** (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](#)

**Search Results**

View All First  1-10 of 10  Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr	Status
<a href="#">000000012</a>				<a href="#">1002ABF</a>	<a href="#">INVESTIGAT</a>
<a href="#">000000048</a>				<a href="#">2003ENG</a>	<a href="#">INVESTIGAT</a>
<a href="#">000000078</a>				<a href="#">1003ENG</a>	<a href="#">INVESTIGAT</a>
<a href="#">000000143</a>				<a href="#">1003ENG</a>	<a href="#">DRAFT</a>

Figure 27 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.

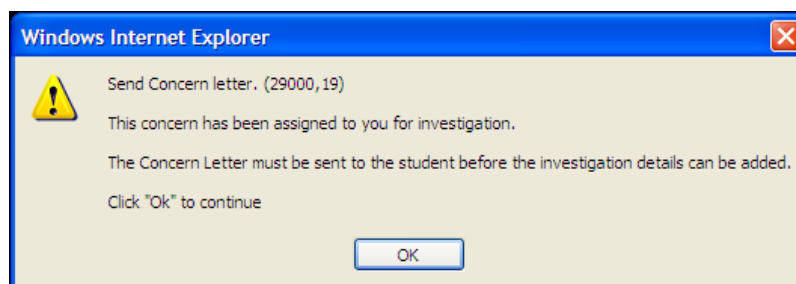


Figure 28 Concern letter dialog box

Choose  (OK) to close the dialog box.  
Refer to p43 for steps on editing and sending a concern letter.

## Investigation


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

Figure 29 Investigation


Edit the Investigation details.

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


### Process of Investigation


Choose  (Process of investigation search) (refer Figure 31) 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 31).


## Student acknowledgement

Select the relevant level for the student's admission of guilt from the drop down list (refer Figure 31).


## Degree of remorse exhibited

Select the relevant level for the degree of remorse shown by the student from the drop down list (refer Figure 31).


## Student response type

Choose  (Student response type search) (refer Figure 31) 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.

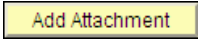
Choose  (Spell check) to spell check your text.


Multiple student response types can be added.

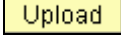
Choose  (Add) to add another student response type.

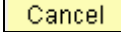
Choose  (Delete) to delete a student response type.

## Attachment

Choose  (Add Attachment) (refer Figure 31) to attach a file to be stored with this concern.

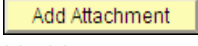
Choose  (Browse) and locate the file required to be stored with this concern.


Choose  (Upload) to upload the required file.

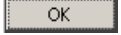
Choose  (Cancel) to cancel the file upload.

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.

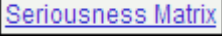
## Assessment

Type in details of your assessment of the student's conduct and educational needs into the text box (refer Figure 31).

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 31).


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




## Decision

Choose  (Decision search) (refer Figure 31) 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.

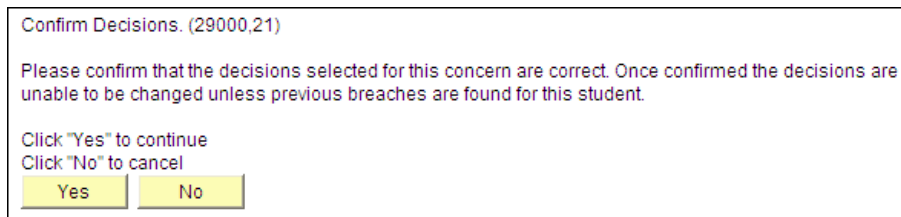
Student Information	Concern Detail	Assign	Investigation	Letters
Concern ID: 000000052		Status: Under Investigation	Submit date: 02/16/2010	Closure Date: 03/16/2010
<b>Investigation Outcomes</b>				
<b>Investigation Process</b> <span>1-2 of 2</span> <a href="#">Last</a>				
*Process of Investigation:	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		
<b>Student's Responses</b> <span>1-2 of 2</span> <a href="#">Last</a>				
*Student response type:	0010	Heavy paid workload		
*Student response type:	9990	Other		
*Other:	Student unclear on correct method of referencing sources.			
<b>Note: The maximum File Size that can be attached is 5MB.</b>				
<b>Attached File</b>				
<a href="#">Add Attachment</a>	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 <a href="#">Seriousness Matrix</a>		
<b>Decisions</b> <span>1-2 of 2</span> <a href="#">Last</a>				
*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.			
<a href="#">Close Concern</a>				

Figure 30 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 31 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 p35).

If previous breaches are found then the next steps are as shown in **Previous breaches** (refer p36).

## No previous breaches

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

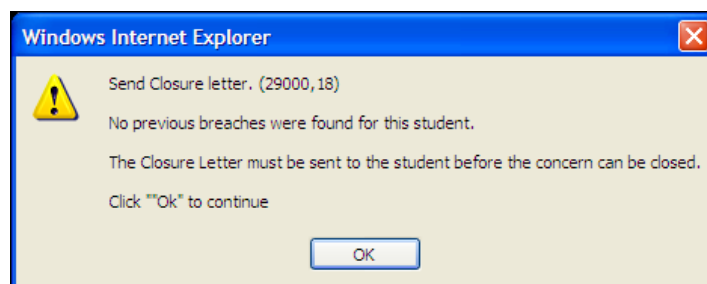


Figure 32 Closure letter dialog box

Choose  (OK) to close the dialog box.

## Closure letter

Refer to p48 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.

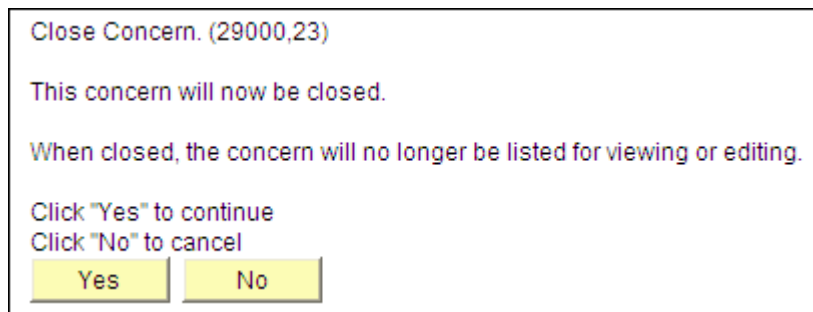


Figure 33 Close concern confirmation

Choose  (Yes) to confirm closing the concern.

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

## Previous breaches

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

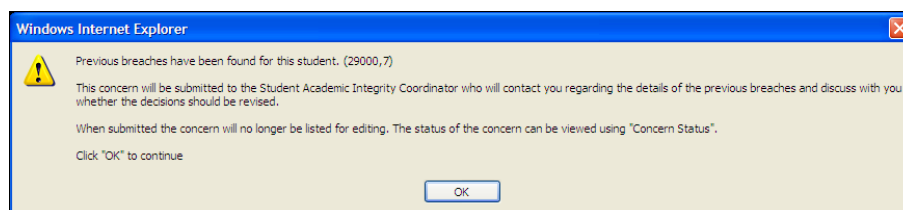
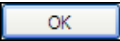


Figure 34 Previous breaches

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 Course Convenor 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 about 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 37)

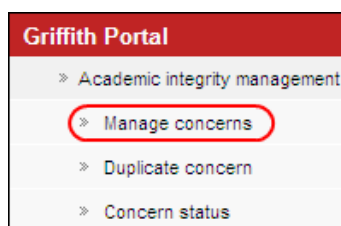


Figure 35 Manage concern navigation

A search page will be displayed.

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

 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 [dropdown] [input field]
- Student ID: begins with [dropdown] [input field] [magnifying glass icon]
- First Name: begins with [dropdown] [input field]
- Last Name: begins with [dropdown] [input field]
- Catalogue Nbr: begins with [dropdown] [input field] [magnifying glass icon]
- Status: [=] [dropdown] [input field] [dropdown]

 At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Figure 36 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 37 Existing concerns search results

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

## Investigation

If the Student Academic Integrity Coordinator has confirmed that the decisions will be revised the following dialog box will be displayed.

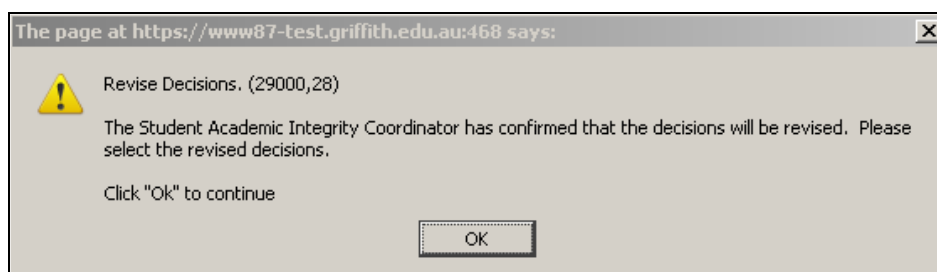


Figure 38 Revise decisions dialog box

Choose  (OK) to close the dialog box.


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

Figure 39 Revise decisions


Edit the Revised Decisions fields.


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

## Decision

Choose  (Revised decision search) (refer Figure 41) 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 41).

Choose  (Spell check) (refer Figure 41) 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 41) 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

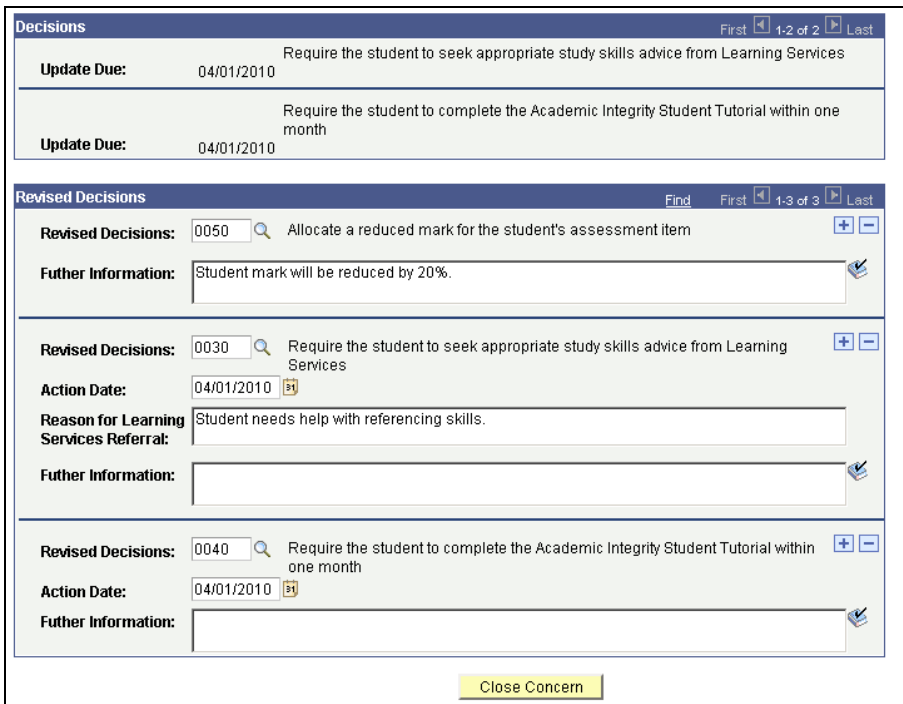
If the decision is *Seek study skills* then a text box is displayed.

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 decisions. It features a table with three rows of decision entries. Each entry includes a 'Revised Decisions' ID, a description, an 'Action Date' with a calendar icon, a 'Reason for Learning Services Referral' text box, and a 'Further Information' text box. A 'Close Concern' button is located at the bottom of the page.

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

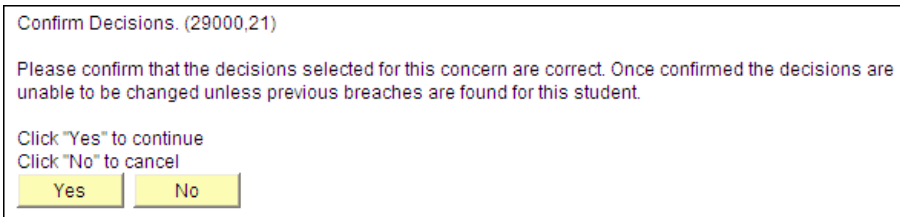
[Close Concern](#)

Figure 40 Revised decisions completed

## Close Concern

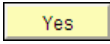
Choose  (Close Concern) to close the concern.

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



The confirmation prompt 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.' Below this text are instructions: 'Click "Yes" to continue' and 'Click "No" to cancel'. At the bottom are two buttons: 'Yes' and 'No'.

Figure 41 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.

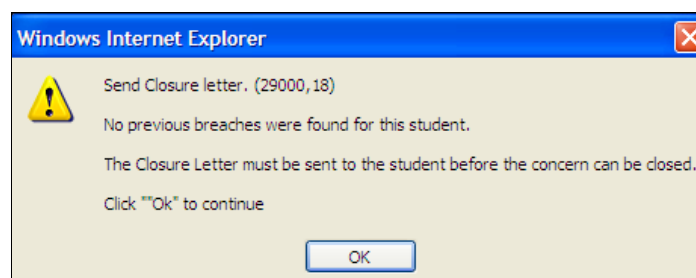


Figure 42 Send Closure letter

Choose  (OK) to close the dialog box.

## Closure letter

Refer *Edit, send and view closure letter* (refer p48) 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.

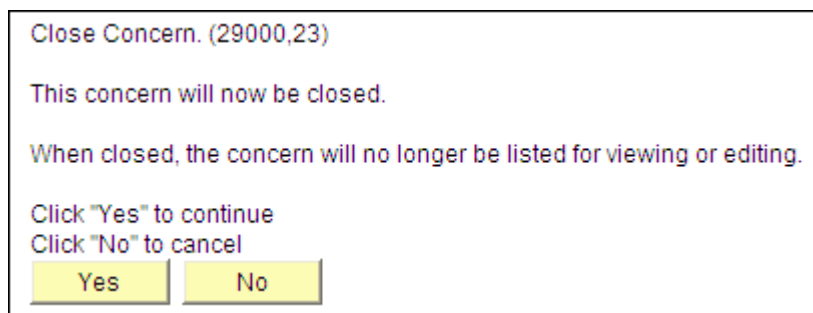


Figure 43 Close Concern

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 overview**

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 (refer p48).

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 (refer p43).

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

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

The Letters page will be displayed.

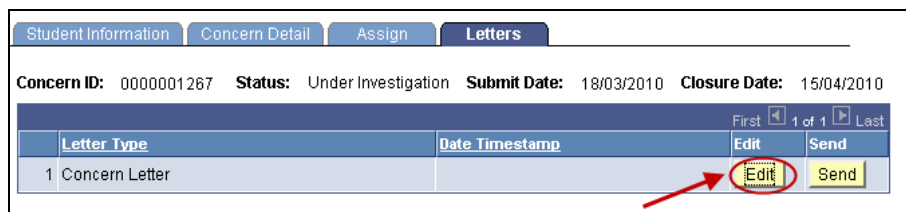
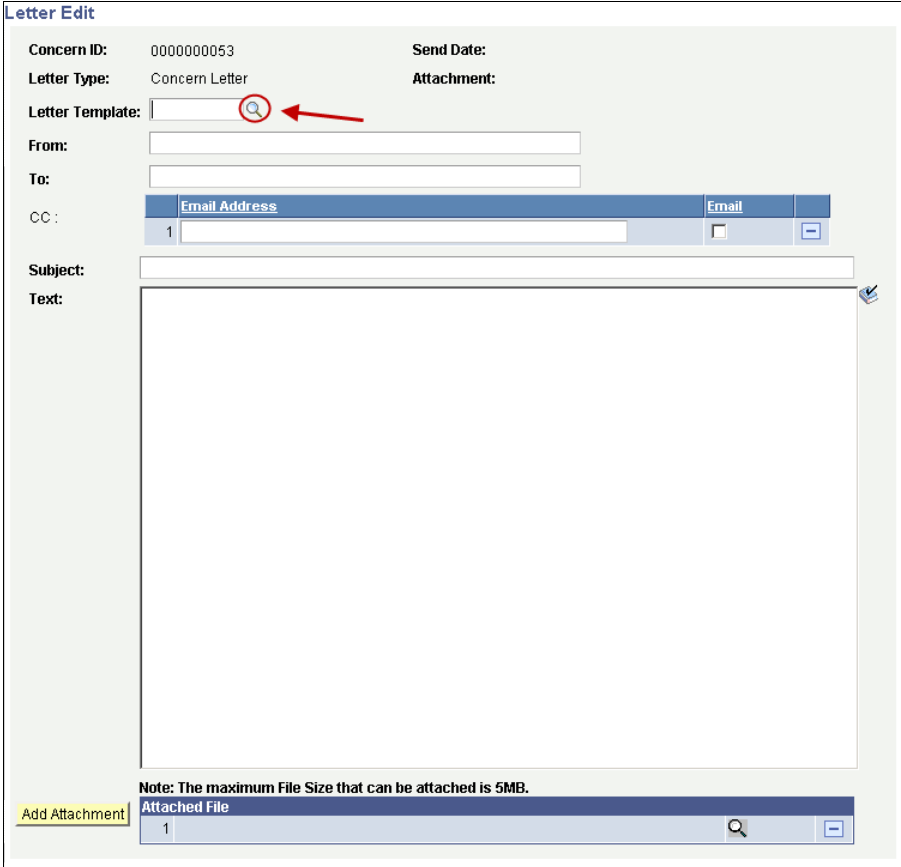


Figure 44 Edit a concern letter

## Edit a concern letter



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



**Letter Edit**

Concern ID: 0000000053      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](#)

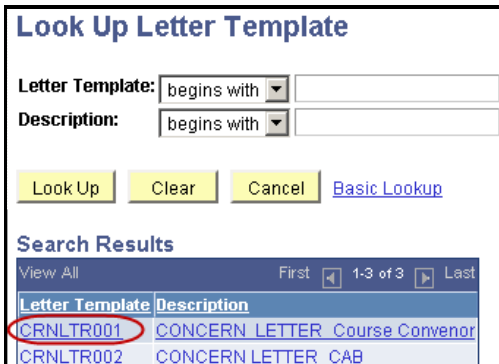
Attached File	
1	<input type="text"/>

Figure 45 Letter Edit

Edit the *Letter Edit* page fields.

## Letter Template

Choose  (Letter template search) (refer Figure 47) 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  1-3 of 3  Last

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

Figure 46 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.

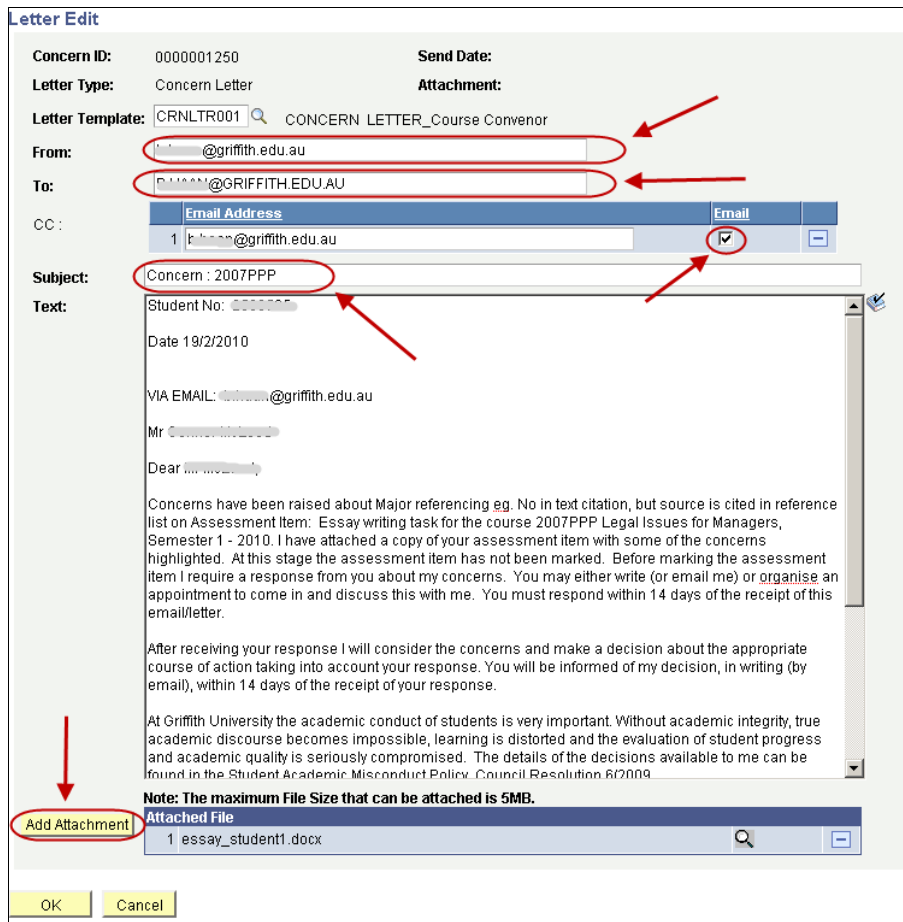


Figure 47 Merged concern letter

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 49) 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.
Add Attachment	Choose  (Add Attachment) (refer Figure 49) to attach a file. Choose  (Browse) and locate the file to be attached to this concern letter. Choose  to upload the required file.

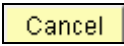
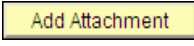

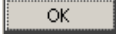
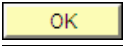
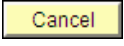
Field	Description
	<p>Choose  to cancel the file upload.</p> <p>The maximum file size is 5MB.</p> <p>Multiple files can be attached.</p> <p>Choose  (Add Attachment) again to browse and locate another file to be attached to this concern letter.</p> <p>Choose  (Delete) to delete a file. A dialog box will 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 6 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 50) to send the letter to the student’s electronic mail address.

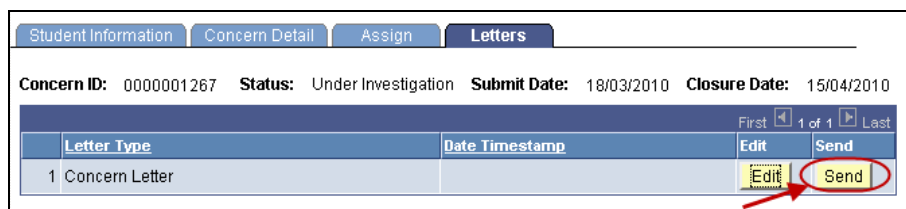


Figure 48 Send concern letter

The following prompt will be displayed.

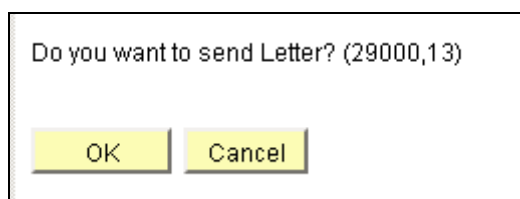
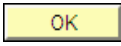
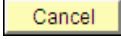


Figure 49 Confirm sending letter

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.

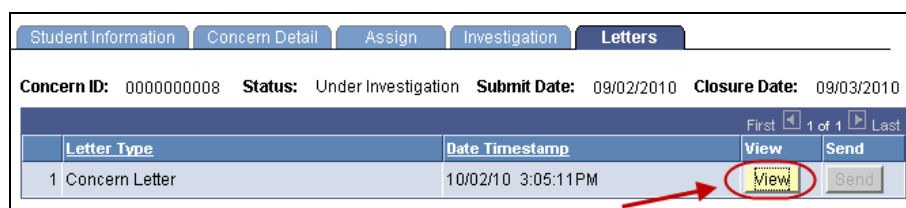



Figure 50 View a concern letter

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



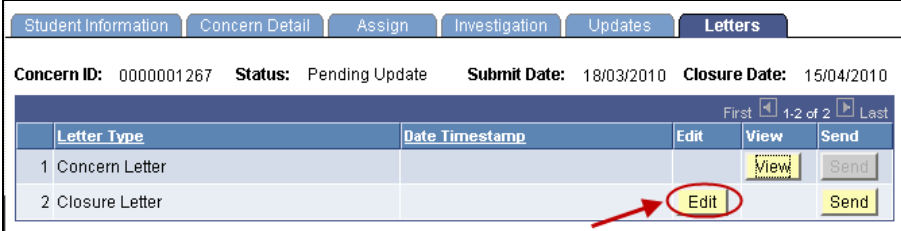
## Edit, send and view a closure letter

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 (refer p35 and p41).

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

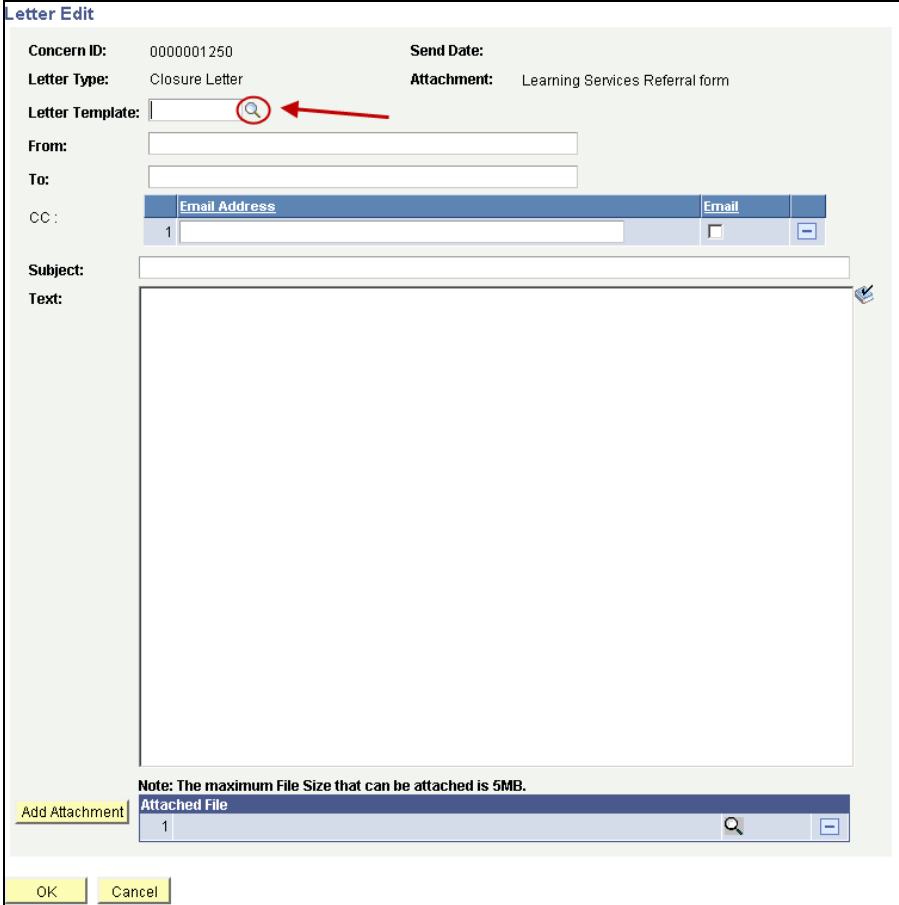
First 1-2 of 2 Last

Letter Type	Date Timestamp	Edit	View	Send
1 Concern Letter			View	Send
2 Closure Letter		Edit		Send

Figure 51 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"/>	<input type="checkbox"/>

**OK** **Cancel**

Figure 52 Edit letter page

Edit the *Letter Edit* page fields.

## Letter Template

Choose  (Letter template search) (refer Figure 54) 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
<a href="#">CLSLTR001</a>	<a href="#">CLOSURE LETTER Course Convenor No case</a>
<a href="#">CLSLTR002</a>	<a href="#">CLOSURE LETTER Course Convenor after student response Law</a>
<a href="#">CLSLTR003</a>	<a href="#">CLOSURE LETTER Course Convenor after student response</a>
<a href="#">CLSLTR004</a>	<a href="#">CLOSURE LETTER Course Convenor NO student response Law</a>
<a href="#">CLSLTR005</a>	<a href="#">CLOSURE LETTER Course Convenor NO student response</a>
<a href="#">CLSLTR006</a>	<a href="#">CLOSURE LETTER CAB 2nd or subseq breach after student response law</a>
<a href="#">CLSLTR007</a>	<a href="#">CLOSURE LETTER CAB 2nd or subseq breach after student response</a>
<a href="#">CLSLTR008</a>	<a href="#">CLOSURE LETTER CAB 2nd or subseq breach no response law</a>
<a href="#">CLSLTR009</a>	<a href="#">CLOSURE LETTER CAB 2nd or subseq breach no response</a>
<a href="#">CLSLTR010</a>	<a href="#">CLOSURE LETTER CAB after student response law</a>
<a href="#">CLSLTR011</a>	<a href="#">CLOSURE LETTER CAB after student response</a>
<a href="#">CLSLTR012</a>	<a href="#">CLOSURE LETTER CAB no response law</a>
<a href="#">CLSLTR013</a>	<a href="#">CLOSURE LETTER CAB no response</a>
<a href="#">CLSLTR014</a>	<a href="#">CLOSURE LETTER CAB No case</a>

Figure 53 Look Up Letter Template

Select the require 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: 0000001250      Send Date:

Letter Type: Closure Letter      Attachment: Learning Services Referral form

Letter Template: CLSLTR003 CLOSURE LETTER\_Course Convenor\_after\_student\_response

From: Learning@griffith.edu.au

To: L.MANN@GRIFFITH.EDU.AU

CC:

Email Address	Email
1 Learning@griffith.edu.au	<input checked="" type="checkbox"/>

Subject: Closed Concern : 2007PPP

Text:

Student No: 2589595

Date 19/2/2010

VIA EMAIL: Learning@griffith.edu.au

Mr [Name],

Dear Mr [Name],

Thank you for your response to my concerns in relation to a matter of academic integrity. I have considered the allegation of Major referencing eg. No in text citation, but source is cited in reference list 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 that you seek appropriate study skills from Learning Services (referral form attached) within one month of the date of this letter
- require you to undertake the online Academic Integrity Student Tutorial (available in Learning@Griffith) within one month of the date of this letter( <http://www.griffith.edu.au/library/workshops-training/self-help-resources/academic-integrity-tutorial> )

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

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

Attached File

1
---

OK      Cancel

Figure 54 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 56) 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 additional information or edit the letter. Choose  (Spell check) to spell check the closure letter.
Add Attachment	Choose  (Add Attachment) (refer Figure 56) to attach a file.

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

Table 7 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 57) to send the letter to the student’s electronic mail address.

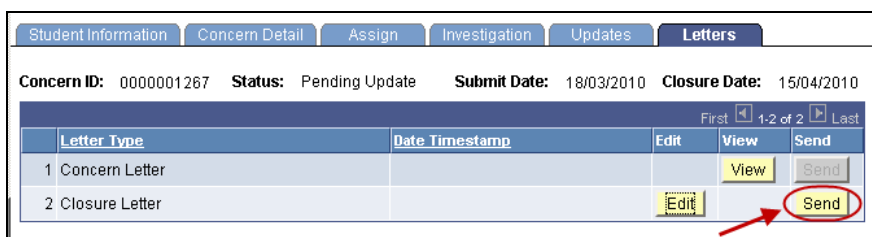


Figure 55 Send closure letter

The following prompt will be displayed.

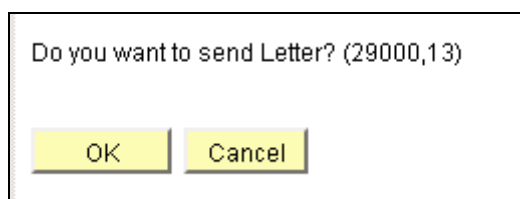
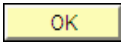
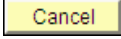


Figure 56 Confirm sending letter

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 p54).

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			
2 Closure Letter			

Figure 57 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 Course Convenor 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 Course Convenor 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 60)

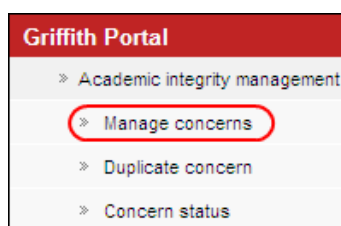


Figure 58 Manage concern navigation

A search screen page will be displayed.

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

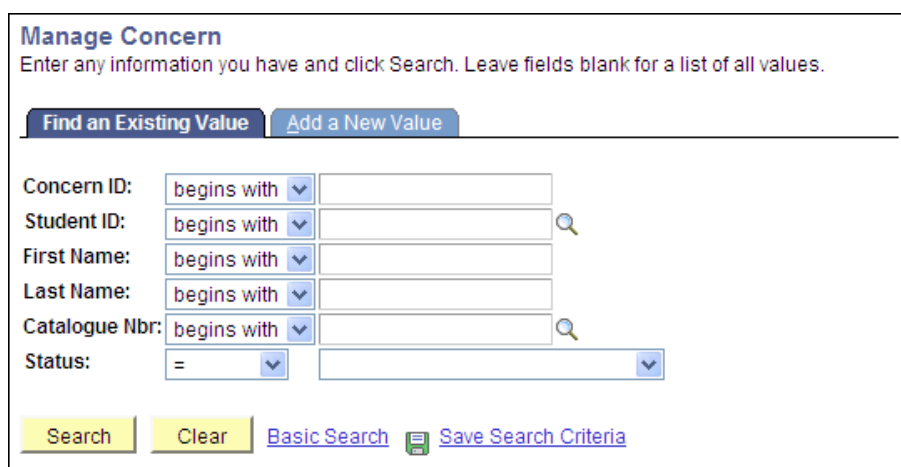
A screenshot of the 'Manage Concern' search form. The form is titled 'Manage Concern' and includes the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The form contains several search fields: 'Concern ID', 'Student ID', 'First Name', 'Last Name', and 'Catalogue Nbr', each with a 'begins with' dropdown menu and a search input field. The 'Status' field has a dropdown menu with '=' selected. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 59 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	<a href="#">UPDATE</a>
0000000143				1003ENG	<a href="#">DRAFT</a>
0000000145				1003ENG	<a href="#">UPDATE</a>

Figure 60 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="▼"/>	

Close Concern

Save
Return to Search

Figure 61 Updates display



Student actions will be defaulted to  (No) (refer Figure 63).

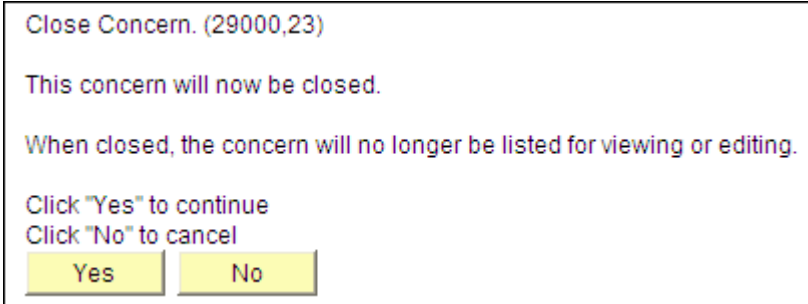
When the student has completed the action select  (Yes) from the drop down list.

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 62 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 p48)

# Duplicate a concern

## Overview

This feature enables a Course Convenor to copy an existing draft concern and create duplicate concerns for a selected number of students from the same course. The contents of the draft concern are copied into the new duplicate concerns.

## Navigation

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

Duplicate Concerns is accessible as a navigation item in the Griffith portal (refer Figure 63).



Figure 63 Duplicate concern navigation

## Duplicate a concern

Choose *Duplicate Concern* from the Academic integrity management menu (refer Figure 63)

A search page will be displayed.


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

### Duplicate Concern

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


**Find an Existing Value**

Concern ID:

Student ID:   

First Name:

Last Name:

Catalogue Nbr:   


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

Figure 64 Duplicate concern search

Choose  (Search) to list saved 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 *DRAFT* will be included in the list.

### 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
<a href="#">0000000107</a>				<a href="#">1003ENG</a>	<a href="#">DRAFT</a>
<a href="#">0000000115</a>				<a href="#">1003ENG</a>	<a href="#">DRAFT</a>
<a href="#">0000000116</a>				<a href="#">1003ENG</a>	<a href="#">DRAFT</a>

Figure 65 Draft concerns search results

Select the concern to be duplicated.  
 A list of students in the course will be displayed.

### Duplicate Concern

Concern ID: 0000000147

Student Lists				Customize   Find   View 100   <input type="button" value="📄"/>	First <input type="button" value="◀"/> 1-15 of 141 <input type="button" value="▶"/> Last
Flag	EmpID	First Name	Last Name		
1 <input type="checkbox"/>	20000000	John	Smith		
2 <input type="checkbox"/>	20000001	Jane	Johnson		
3 <input type="checkbox"/>	20000002	Bob	Brown		
4 <input type="checkbox"/>	20000003	Alice	De Paula Brown Pflus		

Figure 66 Duplicate concern student list

Select the students for which you want to create a duplicate concern from the list.

Choose  (Select All) to select all student names.

Choose  (Un-select All) to deselect all student names

**Note** *Selecting All and Deselecting All* student names works for all students in the list not just those on the current page.

Choose  (Duplicate Concern) to create a duplicate concern for each of the selected student names.

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

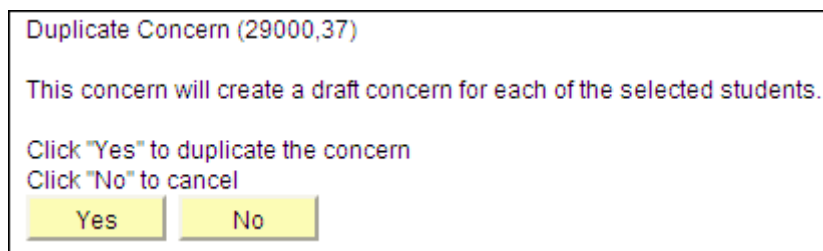


Figure 67 Duplicate concern dialog box

Choose  (Yes) to confirm the creation of a draft concern for each of the selected students.

Choose  (No) to cancel and return to the *Duplicate Concern* tab and change the selected students.

The duplicate concerns will be created and a dialog box displayed.

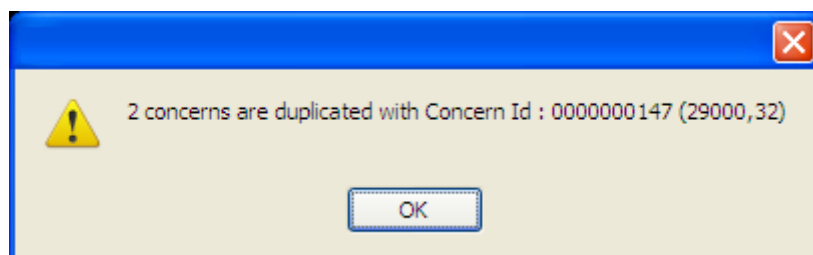


Figure 68 Duplicate concerns dialog box

Choose  (OK) to close the dialog box.

**Note** Use *Manage Concerns* to view the new duplicated concerns (refer p20).

**Note** Note you will need to add information to a draft duplicated concern that is specific to a particular student such as individually uploading a copy of their assignment or SafeAssign report. Refer to *Edit a draft concern* p20.

## View concern status

### Overview

At times during the process, a Course Convenor 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 Course Convenor 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

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

Concern status is accessible as a navigation item in the Griffith portal (refer Figure 71).



Figure 69 Concern status navigation

## View concern status

Choose *Concern Status* from the Academic integrity management menu (refer Figure 72).

**Note**

This feature allows the viewing of the concern in display only mode, the concern is not able to be edited.

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

View	Concern ID	Status	Current Assigner	Name	Course	Student
1 <a href="#">View</a>	000000012	Under Investigation	...	...	Accounting for Decision Making	...
2 <a href="#">View</a>	000000048	Under Investigation	...	...	Eng Design Fundamentals	...
3 <a href="#">View</a>	000000061	Previous Breaches	SAIC	...	Statics and Materials	...
4 <a href="#">View</a>	000000062	Previous Breaches	SAIC	...	Statics and Materials	...

Figure 70 Concern Status

Enter any information you have in regard to the concern in the search boxes (refer Figure 72).

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 send to a Course Convenor. Notification emails are sent daily to inform the Course Convenor 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

«Course\_Convenor»  
Course Convenor

---

## Closure letter

The Closure letter is sent to the student who has responded and the 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 «Title» «Last\_Name»,

I have considered your response to my concern regarding «Type\_of\_Breach» on Assessment Item – «Assessment\_Task\_Involved» submitted for the course «Course\_Code» «Course\_Title». I find that your work on this assessment item is in breach of the academic standards expected at Griffith University and as a result impose the following action(s):

- issue you with an official warning
- require that you seek appropriate study skills from Learning Services (referral form attached) within one month of the date of this letter

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

If the Tier 1 Decision Maker (Course Convenor) concludes on the basis of the evidence including the student's written and/or verbal response, that a breach has occurred, the Tier 1 Decision Maker may choose one or more Tier 1 Educational Responses, taking account of the student's explanation of the situation, the stage of the student in their program (e.g. first year or final year), the academic background of the student and the extent of the student's knowledge of the concept of academic misconduct:

- 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
- escalate the case to the Chair, Assessment Board

Under the University's Student Grievances and Appeals policy you may be able to appeal my decision to the Chair of the Faculty of «Organisational\_Element» Assessment Board, «Chair\_Assessment\_Board». However, a student may only appeal against a decision by a Course Convenor if the response falls within Sections 8.3.4, 8.3.5 or 8.3.6 of the Student Academic Misconduct Policy. Further information is available at <http://www.griffith.edu.au/ua/aa/studentappeals/>

You are advised that this concern has been recorded in the University's central Academic Integrity Management System which is independent of your official student record. Any future concerns regarding academic integrity will result in a more severe response and this particular occurrence will be taken into account in determining the appropriate response.

«Course\_Convenor»  
Course Convenor

cc: 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 Student Academic Integrity Coordinator?

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

Are you listed as the Course Convenor for the Course in the Course Outline 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.

*I have a possible concern for a student not in my course?*

Contact the Course Convenor for the course and provide them with the relevant details.

The Course Convenor can select you as the person who raised the possible concern on the "Concern Details" tab.

## 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	<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>
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"> <li>• Draft</li> <li>• Submitted</li> <li>• Under Investigation</li> <li>• Previous Breaches</li> <li>• Updates Required</li> <li>• Closed</li> </ul>
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.

Table 8 Glossary of terms

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