Append appeal outcome

A student has the right of appeal if they disagree with the decision from a concern regarding academic misconduct. There are two levels of appeal: one to the Chair, Assessment Board and the second to the University Appeals Committee. The outcome of an appeal is recorded in the concern.

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

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

- Choose *Append Appeal Outcome* from the left navigation.
- A search page will be displayed.

Search for a concern

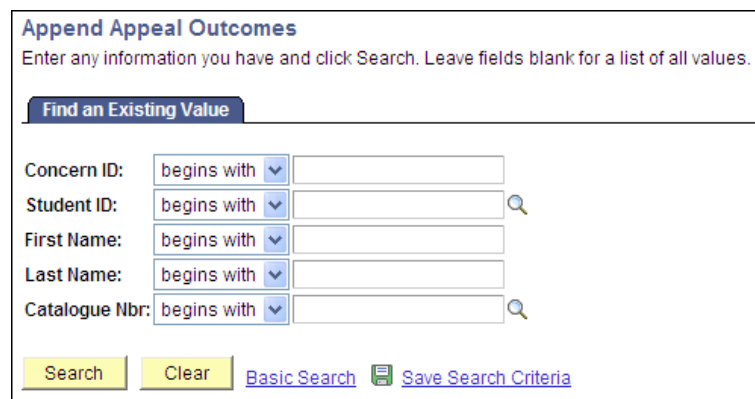Enter any information you have in regard to the code in the search box.

Figure 1 Append Appeal Outcomes search page

Choose [Search] (Search) list saved concerns.

A search result list will be displayed.

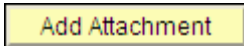*Note: Only concerns with a status of CLOSED will be shown.*

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

Edit appeal page fields

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

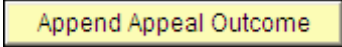Figure 2 Appeals Edit the Appeal page fields.

Fields	Instructions
Commenced Date	Choose 🗓 (Calendar search)to select the date of the start of the appeal
Completed Date	Choose 🗓 (Calendar search) to select the date of the appeal finished.
Outcome	Select the outcome of the appeal from the drop down list.
Notes	Type in any information relevant to the appeal.
Decision	Choose 🔍 (Decision search) to select your decision on the actions to be taken as a result of the investigation. Multiple decisions can be added. Choose ➕ (Add) to add another decision on the actions to be taken as a result of the investigation. Choose ➖ (Delete) to delete a decision on the actions to be taken as a result of the investigation.

Fields	Instructions
Further information	Type in any information relevant to the decision.
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.
Reason for Learning Services Referral	If the decision is a referral to Learning Services then this field is displayed. Enter the reason for the referral. The details entered will be printed on the Learning Services Referral form sent to the student.
Add Attachment	Choose **Add Attachment** (Add Attachment) to attach a file to be stored with this concern appeal. The maximum file size is 5MB. Multiple files can be attached. Choose **Add Attachment** (Add Attachment) again to browse and locate another file to be stored with this concern. Choose ⊟ (Delete) to delete a file.

Multiple appeal outcomes

Multiple appeal outcomes can be appended to the concern.
Choose ⊞ (Add) to add another appeal outcome (refer Figure 2).

Append Appeal Outcome

Choose **Append Appeal Outcome** to append the appeal outcome to the original concern.

Appeal outcome with student actions

If a student has to complete actions as a result of the appeal an update box will be displayed (refer Figure 3).

Figure 3 Appeals Update box

Step after	Refer the job aid *Update student appeal actions* if the result of the appeal includes actions the student has to complete.

Related job aids

- Overview.
- Record investigation outcomes.

Additional learning tools / Sources of information

- See https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email sai-coordinator@griffith.edu.au
- For assistance with technical difficulties phone EIS-Assist 373 55544.