

# 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 A	Record investigation outcomes.
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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.

Find an Existi		h. Leave fields blank for a list of all values.
This dif Exist		
Concern ID:	begins with 🐱	
Student ID:	begins with 🐱	Q
First Name:	begins with 🐱	
Last Name:	begins with 🐱	
Catalogue Nbr:	begins with 🐱	Q
Search	Clear Basic Search	Save Search Criteria

Figure 1 Append Appeal Outcomes search page

Search (Search) list saved concerns. Choose

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.

Appeals								
Concern ID: (	000000001	4 Status:	CLOSE		Submit Date:	02/10/2010	Closed Date:	02/10/2010
						<u>Fin</u>	<u>d   View All</u> Fir	st 🖪 1 of 3 🕨 <u>Last</u>
Sequence numb	)er:	1	Level:	Tier4				$(\pm)$
Appealed by:		15902	Mrs	Sandra		Hunter		×
*Commenced Da		/09/2010 🛐						
*Completed Date	: 03.	/16/2010 🛐						1
*Outcome:		pheld 🗾						
Notes:								×.
<b>n</b> • • •								
Decisions								I of 1 ▶ Last
Decisions:	00	0070 Q Require the student to undertake a supplementary assessment						
Update Due:	04	/27/2010 関						
Futher Informat	tion:							
Note: The maximum File Size that can be attached is 5MB. Add Attached File Attached File								
Add Attachme	nt 1						Q	
				Append A	Appeal Outcom	e		
			_					

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 主 (Add) to add another appeal outcome (refer Figure 2).

### Append Appeal Outcome

Append Appeal Outcome

Choose

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	b
(refer Figure 3).	

Appeals							
Concern ID: 00000	00063 Stat	us: CLOSE	9	Submit Date:	10/10/2007	Closed Date:	30/10/2007
					<u>Fi</u>	nd   View All Fir	st 🕙 1 of 1 🕩 Last
Sequence number:	1	Level:	Tier2				+
Appealed by:	0115902						
Commenced Date:	15/03/2010						
Completed Date:	19/03/2010						
Outcome:	Upheld						
Notes:							
Decisions							I of 1 ▶ Last
Decisions:	0090					Jate coursework	+ -
Update Due:	dissertation/thesis in a specified timeframe 16/04/2010						
Futher Information:							
Add Attachment	Note: The max Attached File	amum File Si	ze that can	be attached	IS 5MB.		
Add Attachment	1					Q	
Update						First 🖪	1 of 1 🕑 Last
	Decisions need to update				I <u>pdate Due</u>	Completed Date	
Require the student rewrite the honours/postgraduate coursework     dissertation/thesis in a specified timeframe							
			Append Ap	opeal Outcom	ne		

Figure 3 Appeals Update box

Step afterRefer the job aid Update student appeal actions if the result of the appeal<br/>includes actions the student has to complete.

#### Related job aids

- Overview.
- Record investigation outcomes.

#### Additional learning tools / Sources of information

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

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