

Glossary of terms

Term	Meaning
Assessment Weighting	The assessment weighting is the percentage 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.

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Raiser	The person who has identified the concern initially. This could be the Course Convenor or a Course 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 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	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: <ul style="list-style-type: none"> • Draft • Submitted • Under Investigation • Previous Breaches • Updates Required • Closed
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 1 Glossary

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.