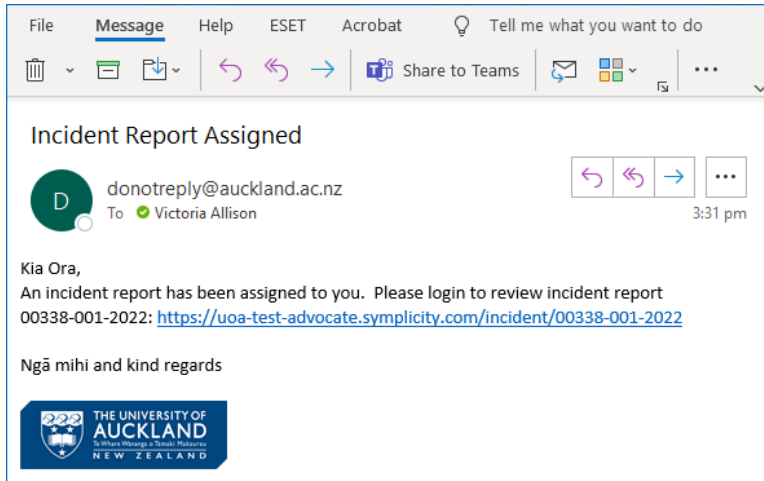


Manage academic misconduct: Investigate (Discipline Committee)

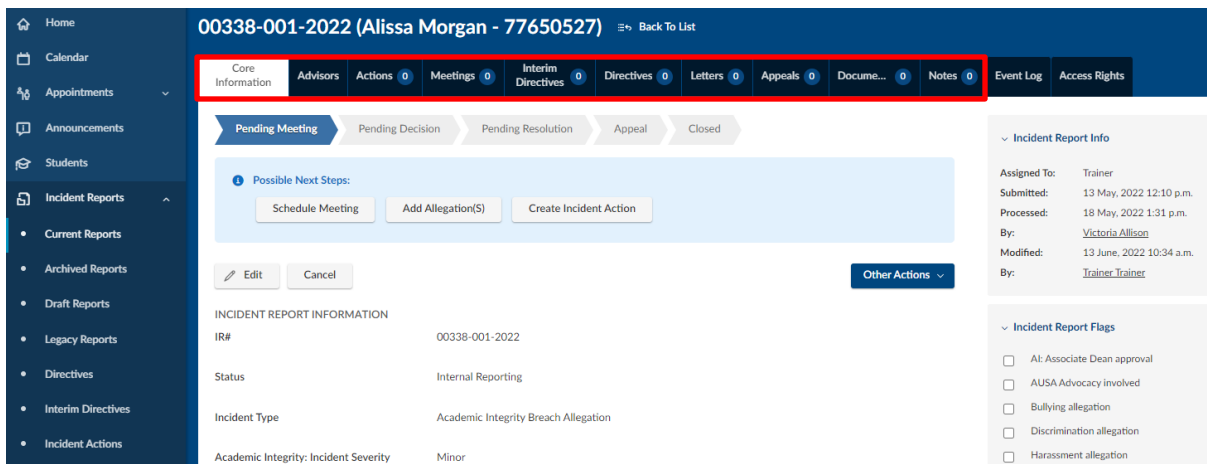
The Discipline Committee manages academic integrity breaches that have been categorised as major/category 2. This guide describes the process for conducting the Discipline Committee investigation following escalation of the case from the Assessment Services or Academic Quality Office.

1 Receive notification of case assignment



Once escalation is approved, the Assessment Services or Academic Quality Office will reassign the case to the Discipline Committee. This will trigger a notification to all members of the group. Click on the hyperlink to be taken into the case.

2 Review the case



00338-001-2022 (Alissa Morgan - 77650527) Back To List

Core Information | Advisors | Actions 0 | Meetings 0 | Interim Directives 0 | Directives 0 | Letters 0 | Appeals 0 | Documents 0 | Notes 0 | Event Log | Access Rights

Pending Meeting | Pending Decision | Pending Resolution | Appeal | Closed

Possible Next Steps:

Schedule Meeting | Add Allegation(S) | Create Incident Action

Edit | Cancel | Other Actions

INCIDENT REPORT INFORMATION

IR#	00338-001-2022
Status	Internal Reporting
Incident Type	Academic Integrity Breach Allegation
Academic Integrity: Incident Severity	Minor

INCIDENT REPORT INFO

Assigned To: Trainer
Submitted: 13 May, 2022 12:10 p.m.
Processed: 18 May, 2022 1:31 p.m.
By: Victoria Allison
Modified: 13 June, 2022 10:34 a.m.
By: Trainer Trainer

INCIDENT REPORT FLAGS

- AI: Associate Dean approval
- AUSA Advocacy involved
- Bullying allegation
- Discrimination allegation
- Harassment allegation

Review the case, including the letters, documents and notes tabs.

Manage academic misconduct: Investigate (Discipline Committee)

3 Create an action to manage investigation with student

Incident Report 00338-001-2022: [new incident action] Back To List

Submit Save Save & Schedule Meeting **Save & Create Letter** Save As Draft Cancel

* Indicates a required field

INCIDENT ACTION

Student Alissa Morgan | - (175650527)

Action Type

Checklist Items

Import From Checklist Template

Choose a checklist template to import:

1. Verify case summary field is accurate and up to date
2. Identify upcoming meeting time (if set)
3. Set deadline date to be the date student is required to respond by
4. Email notification to student
5. Send follow-up email to student with confirmed meeting time (if required)
6. Forward student's response into system

Deadline Date *

Assigned To Staff

Go to the **Actions** tab and Add New Incident Action

Ensure Student name is ticked

Select *Action Type AI: Engage with student (Discipline Committee)*.

Choose the checklist template *Action Type AI: Engage with student (Discipline Committee)*.

Set a **Deadline Date** 10 working days from today and **Assign** the action to yourself.

If the Discipline Committee meeting date is known, select **Save & Schedule Meeting (4A)**. If the meeting date is NOT known, select **Save & Create Letter (4B)**

4A Meeting date known:

Incident Report 00338-001-2022: [new meeting] Back To List

Submit **Save & Create Letter** Save Save As Draft Cancel

* Indicates a required field

MEETING INFORMATION

Meeting Type *

Meeting Location

Specific Location

Attending Staff

[select by group]

+ - Q landon X

Landon Watt

2 of 192 selected | show selected | show all

Date/Time of Meeting *

Length (min) *

Set the **Meeting Type** as 'Discipline Committee' and the **Meeting Location** as either 'Face to Face' or 'Video'. If Face to Face, add the building and room as the **Specific Location**.

To have the meeting invite appear in a staff member's calendar, select them as **Attending Staff**. Set the **Date/Time of Meeting**, and the **Length** in minutes.

Incident Report 00338-001-2022: [new letter] Back To List

Online Preview Print PDF Preview Email Letter Now Submit (No Email) Save As Draft Cancel

* Indicates a required field

NOTIFICATION LETTER

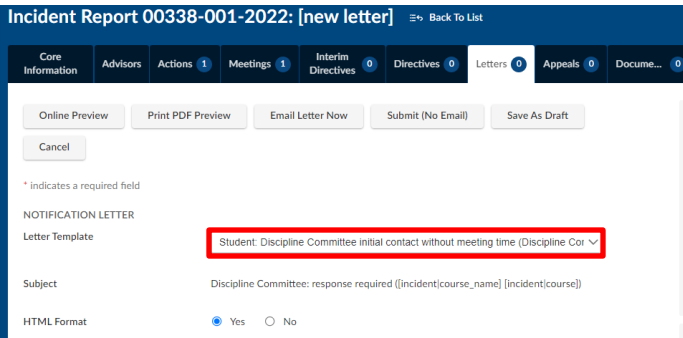
Letter Template

Subject

HTML Format

Once all meeting information is captured, select **Save & Create Letter**. Select the relevant template and manually populate any content highlighted in pink. Preview the email using the **Online Preview** button, and select **Email letter now**.

4B Meeting date unknown:



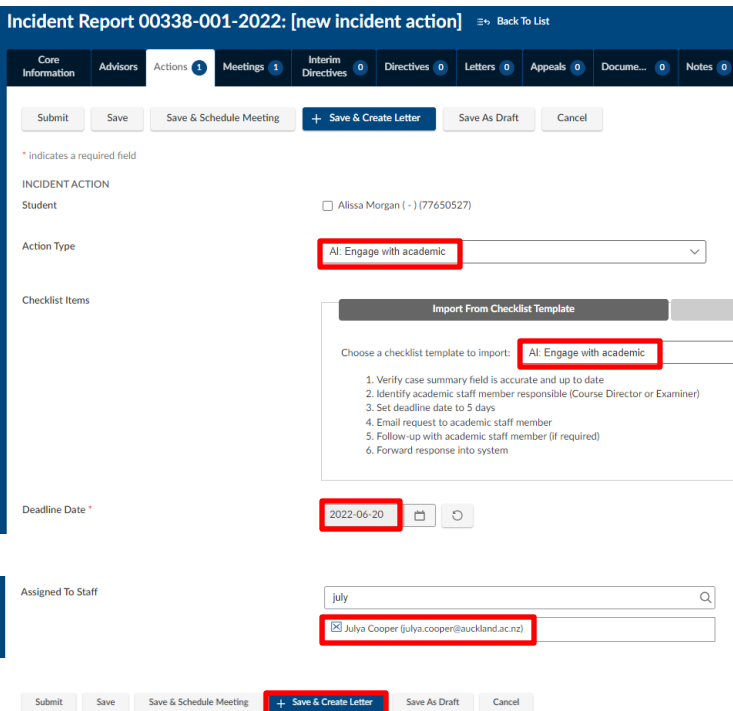
Select the template called 'Student: Discipline Committee initial contact without meeting time'. Manually populate any content highlighted in pink. Preview the email using the **Online Preview** button, ensure the student is showing in the Recipient(s) field and select **Email letter now**.

Once the meeting date and time are set, you will need to send the student a meeting invite. Go into the Incident Action, and select **Edit**. Select **Save & Schedule meeting**, and follow the steps in 4A to send the student a meeting invitation.

Tip

You can add emails to a case within Symplicity by forwarding them to incidentnumber.uoa-advocate@advocate.symplicity.com (e.g. 00012-001-2021.uoa-advocate@advocate.symplicity.com).

5 Create incident action for Academic staff input



In most cases, the Discipline Committee does not require further information from the academic staff involved. In cases where more information is required, go to the **Actions** tab. Click on Add New Incident Action **+ Add New Incident Action**

Select **Action Type AI: Engage with academic**. Choose the checklist template **AI: Engage with academic**.

Set an appropriate **Deadline date**. Enter **Comments** as required. **Assign** the action to yourself and select **Save and Create Letter**.

6 Email information request to the Academic

Incident Report 00338-001-2022: [new letter] [Back To List](#)

Core Information | Advisors | Actions **2** | Meetings **1** | Interim Directives **0** | Directives **0** | Letters **0** | Appeals **0** | Docume... **0**

Online Preview | Print PDF Preview | **Email Letter Now** | Submit (No Email) | Save As Draft | Cancel

* indicates a required field

NOTIFICATION LETTER

Letter Template: **Academic: request for additional information on integrity incident (Discipline Com**

Subject: Potential academic Integrity breach in [incident/course_name] [incident/course]; additional information required

Recipient(s):

Recipient Student Group(s):

Additional Recipient(s): Provide additional email addresses separated by semicolon

HTML Format: Yes No

CC Letter To: Select addresses here and/or add more below

Add additional CC: Add additional contacts to be CCed. This information will be added to Contacts after submit.

Under the **Letter** tab, select the Letter Template: *Academic: request for additional information on integrity incident*.

Manually edit any content highlighted in **pink** e.g. Academic name and additional incident text.

Add the academic to the **CC letter to** field. Preview the email using the **Online Preview** button and then select **Email Letter Now**.

Note that when the recipient responds, their email will need to be forwarded into the system

Tip

If the Academic's name is not listed under the **Email letter to** field, select **Add Additional CC** and enter academic details. Their name will appear on the list next time.

7 Monitor Incident Action dashboard

Home | Calendar | Appointments | Announcements | Students | Incident Reports

- Current Reports
- Archived Reports
- Draft Reports
- Legacy Reports
- Directives
- Interim Directives
- Incident Actions**
- Incident Scores

Incident Actions

Incident Actions | **Archived** | Checklist Templates

Keywords:

Batch Options Showing 20

<input type="checkbox"/>	Actions	Report #	Student(s)/Student Group(s)	Action Type	Involved As	Action Date/Time	Completed	Assigned To	Deadline Date	Last Modified	Draft
<input type="checkbox"/>		00338-001-2022	Alissa Morgan	AI: Engage with student (Discipline Committee)	Accused Student	-	No	Staff: Julya Cooper	27 June, 2022	13 June, 2022 10:41 a.m.	No
<input type="checkbox"/>		00356-001-2022		AI: Manage review request (major, category 2)	N/A	-	Yes		23 June, 2022	10 June, 2022 9:12 a.m.	No
<input type="checkbox"/>		00338-001-2022		AI: Engage with academic	N/A	-	No	Staff: Julya Cooper	20 June, 2022	13 June, 2022 11:03 a.m.	No

Go to the **Incident Actions** tab, and set the filters to show your actions, and open cases. Sort by deadline date.

If the deadline for the student to respond has passed and all required information has been gathered, mark the incident action as **Completed**.