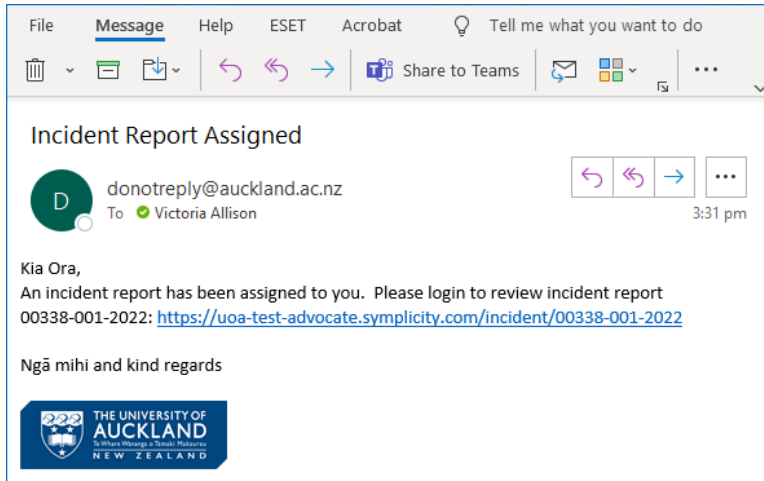# Manage academic misconduct:
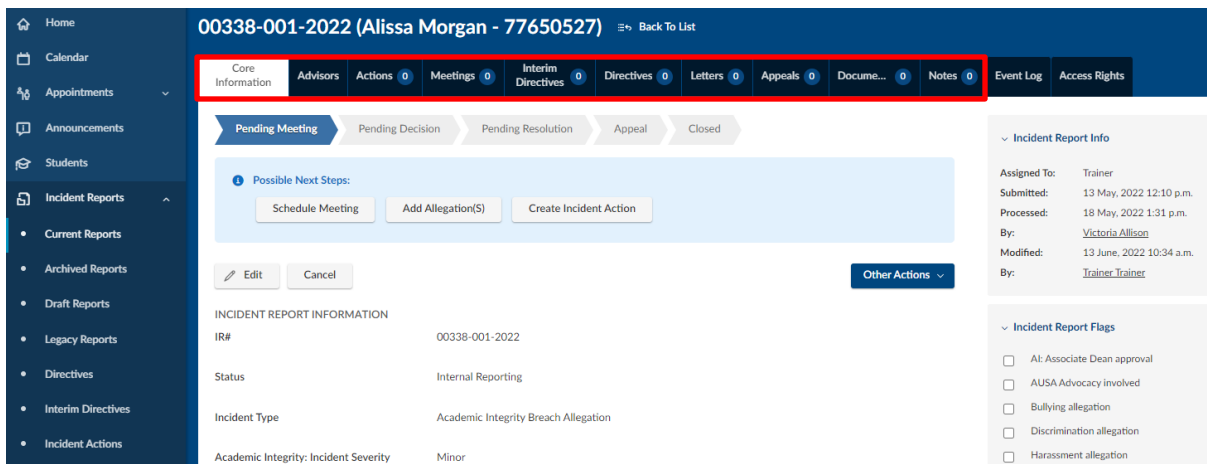## Investigate (Discipline Committee)

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

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

Manage academic misconduct:
Investigate (Discipline Committee)

THE UNIVERSITY OF
AUCKLAND
Te Whare Wananga o Tāmaki Makaurau
NEW ZEALAND

3 Create an action to manage investigation with student

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:

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.
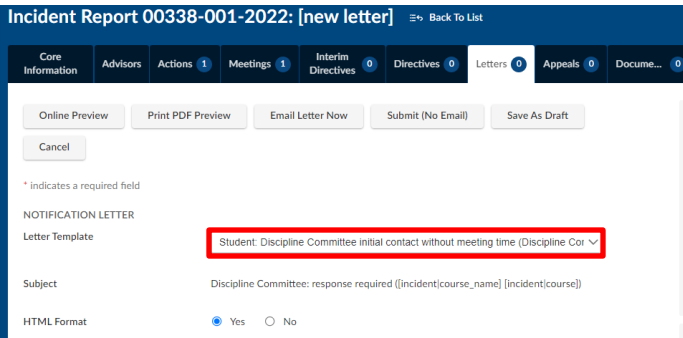
Once all meeting information is captured, select **Save & Create Letter**. Select the relevant template and manually populate any content highlighted in ==pink==. Preview the email using the **Online Preview** button, and select **Email letter now**.
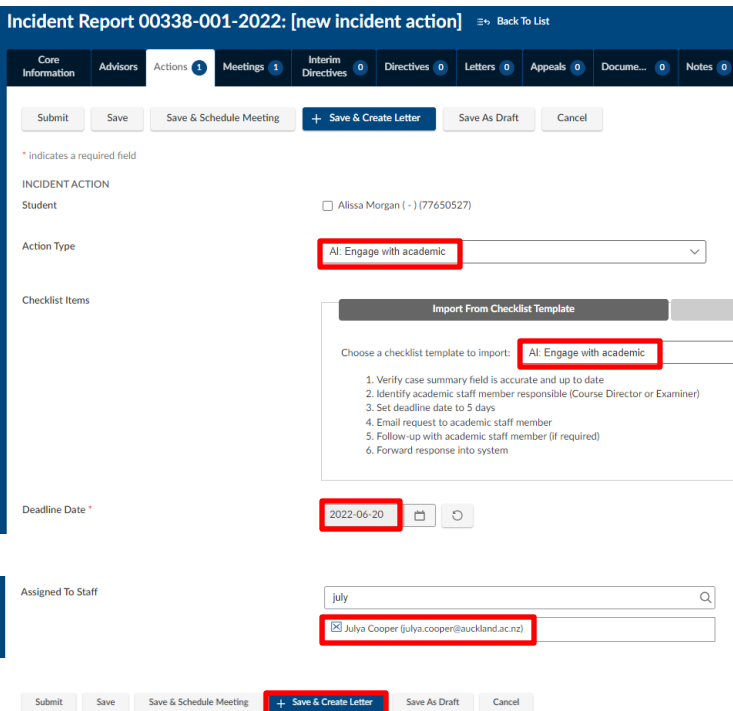
4B Meeting date unknown:

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 Acti [+ 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**.

Manage academic misconduct:
Investigate (Discipline Committee)

THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

6 Email information request to the Academic

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

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**.