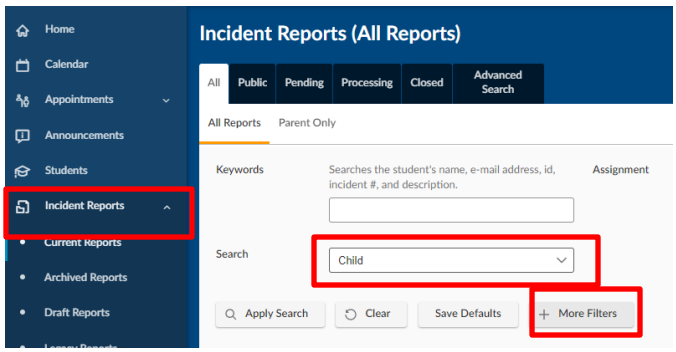
# Manage academic misconduct:
## Process decision (Discipline Committee)

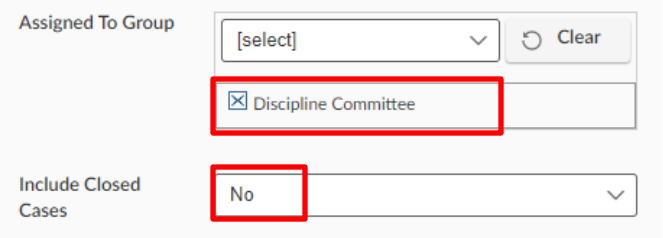
The Discipline Committee decides academic integrity breaches that have been categorised as major/category 2. This guide describes preparing for the Discipline Committee meeting, and notify students of the outcome.

## 1 Prepare for meeting: identify case(s)

Prior to the Discipline Committee meeting you need to generate a hearing packet that includes all of the cases to be heard.

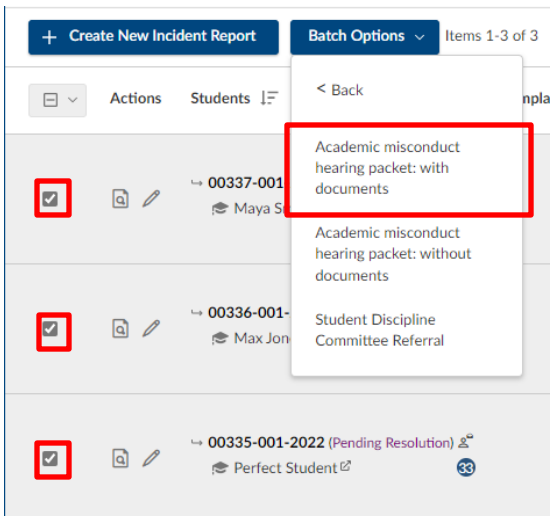



Go to the **Incident Reports list view**. Search based on **Child**, and select **More Filters**.




Set **Assigned to Group** to *Discipline Committee*, and **Include Closed Cases** to *No*.

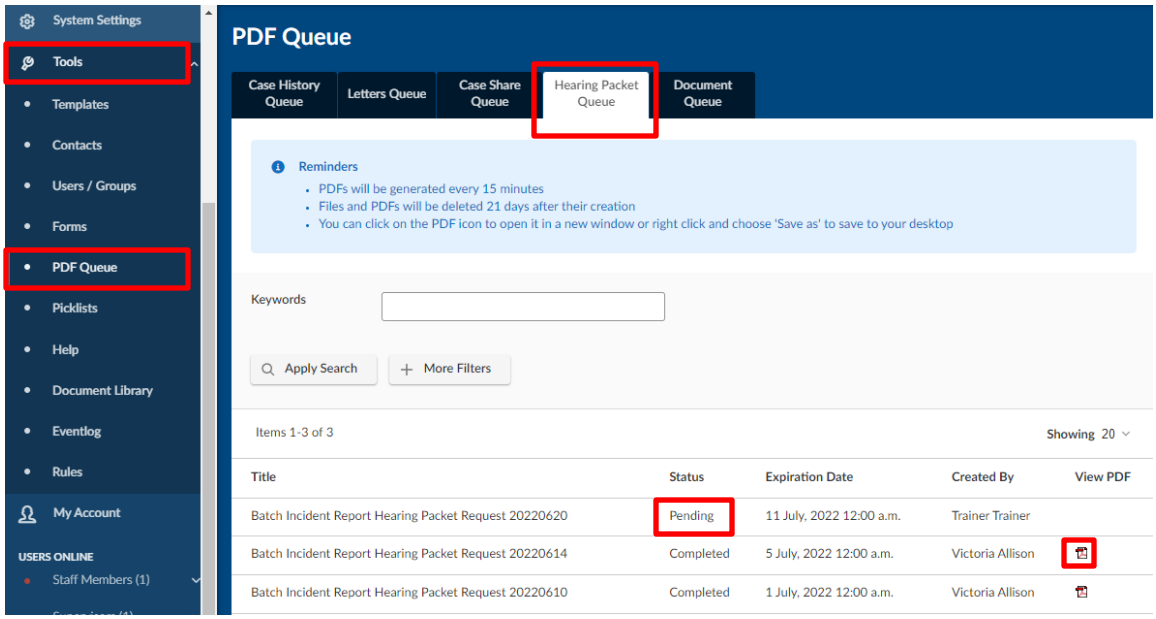
## 2 Prepare for meeting: generate hearing packet




Confirm you have selected the right cases, and place a checkmark next to each one.

Go to **Batch Options**, and select **Create Hearing Packet**, then *Academic misconduct hearing packet with documents.* Select **OK**.

## 3 Download hearing packet for committee




You will be automatically directed to the **Hearing Packet Queue** – and the packet will be generated within 15 minutes.

If you exit the system in this time, you can return to the queue by selecting **Tools**, then **PDF Queue**.

Once the PDF has been generated, the **Status** will update from *Pending* to *Completed*, and you will be able to select the packet under **View PDF**.

## 4 Attend meeting

Each student is invited to attend the meeting to present their view of events. If the meeting is in person, they will wait outside the room until called. For online meetings, they will wait online to receive the meeting link. The meeting link is sent to them via their University email address once the committee is ready to hear from them.

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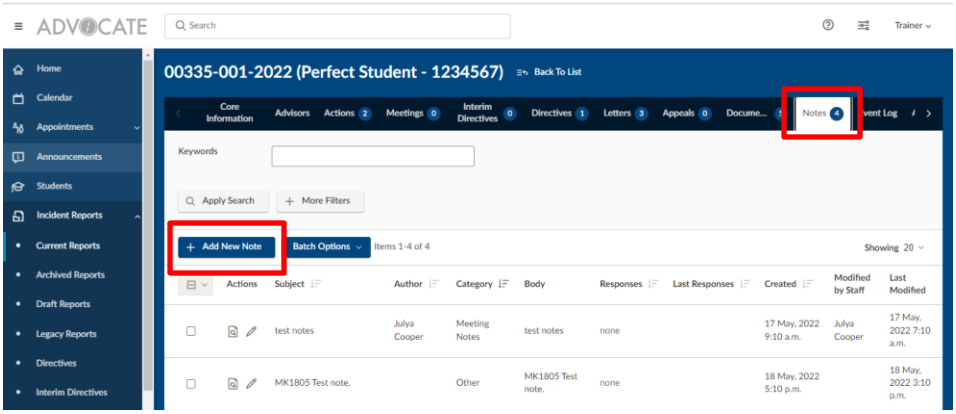
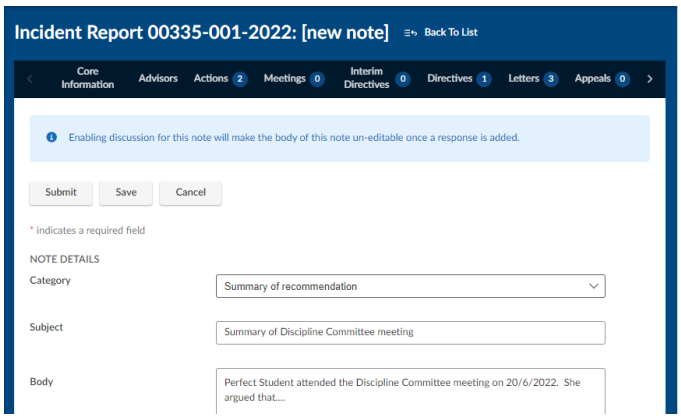
## 5 Capture meeting notes into the system



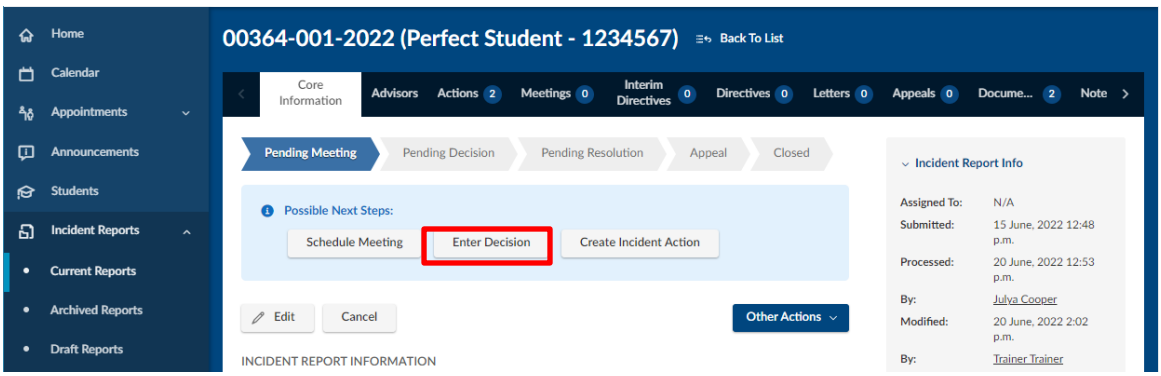

After the meeting, find the case by searching for the student's name, ID, or the case number on the main Incident Reports page. Select the case and go to the **Notes** tab. Select **Add New Note**.




Update the **Category** and add a **Subject** line ('Summary of Discipline Committee meeting'. Describe the key discussion points in the **Body** field. Mark the **Note Type** as Semi-Private, and leave the other options defaulted to *No*.

Once complete, hit **Submit**.

## 6 Initiate decision steps




Click on **Enter Decision**

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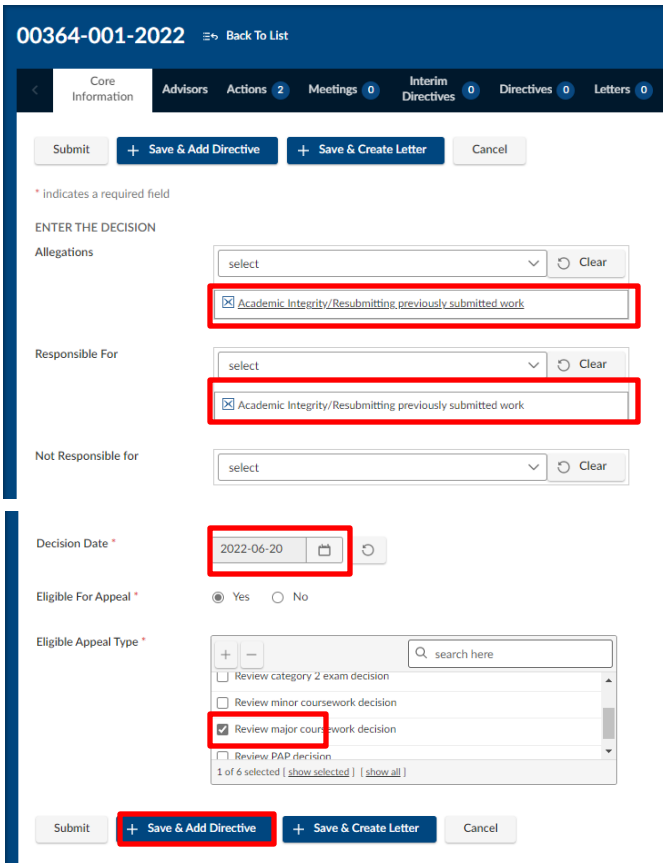
## 7 Enter the decision

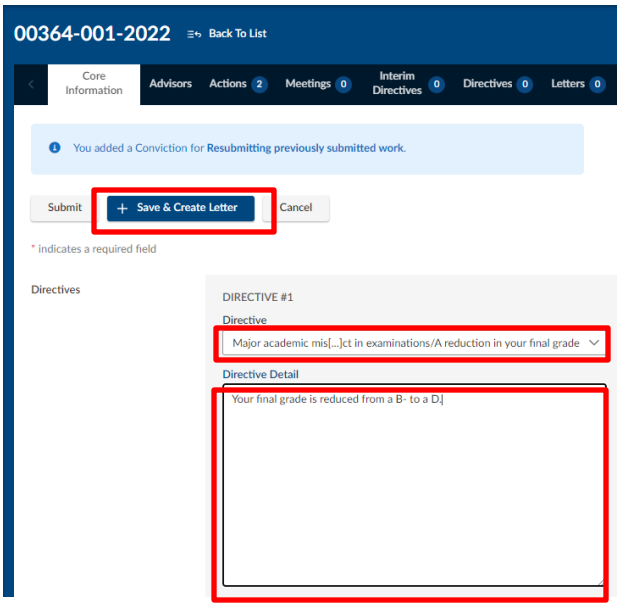



Select the allegations that the student is **Responsible For**, and **Not Responsible For**.

Update the **Decision Date** (based on the date the committee met), and Select the **Eligible Appeal Type** (Either Category 2 or Major).

Click on **Save and Add Directive**.

## 8 Select Directives



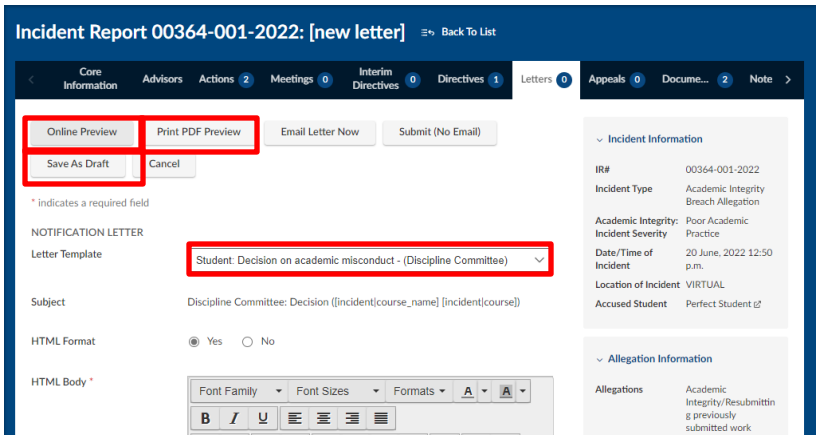

Select the **Directive** from the drop-down list and add specific information to the free-text **Directive Detail** box.

If there is more than one directive (e.g. a reduction in the exam mark AND a reduction in the final grade), select **Add Additional Directive**.

Once all directives are added, select **Save and Create Letter**.

# Manage academic misconduct:
## Process decision (Discipline Committee)

## 9 Create letter and save as DRAFT

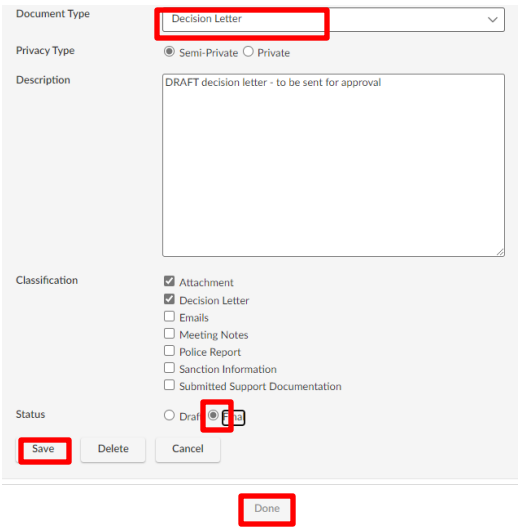



Select the appropriate template (Student: Decision on academic misconduct – (Discipline Committee) and manually update any text highlighted in pink.

Once the letter is prepared, select **Online Preview**. Proof-read the letter carefully to verify that all merge fields have populated and that the letter is correctly formatted. Select **Print PDF Preview**.

Save the letter to a secure location with an appropriate file name (e.g. "DRAFT-<Student Name> Decision Letter"). Click **Save as Draft**. Do Not Click Email Letter Now

## 10 Upload copy of DRAFT decision letter




Go to the **Documents** tab, and select **Add New Document**. Upload or drag in the draft decision letter and select **Edit Details**.

Set the **Document Type** to *Decision Letter*, and **Classify** the document as an *Attachment* and *Decision letter*.

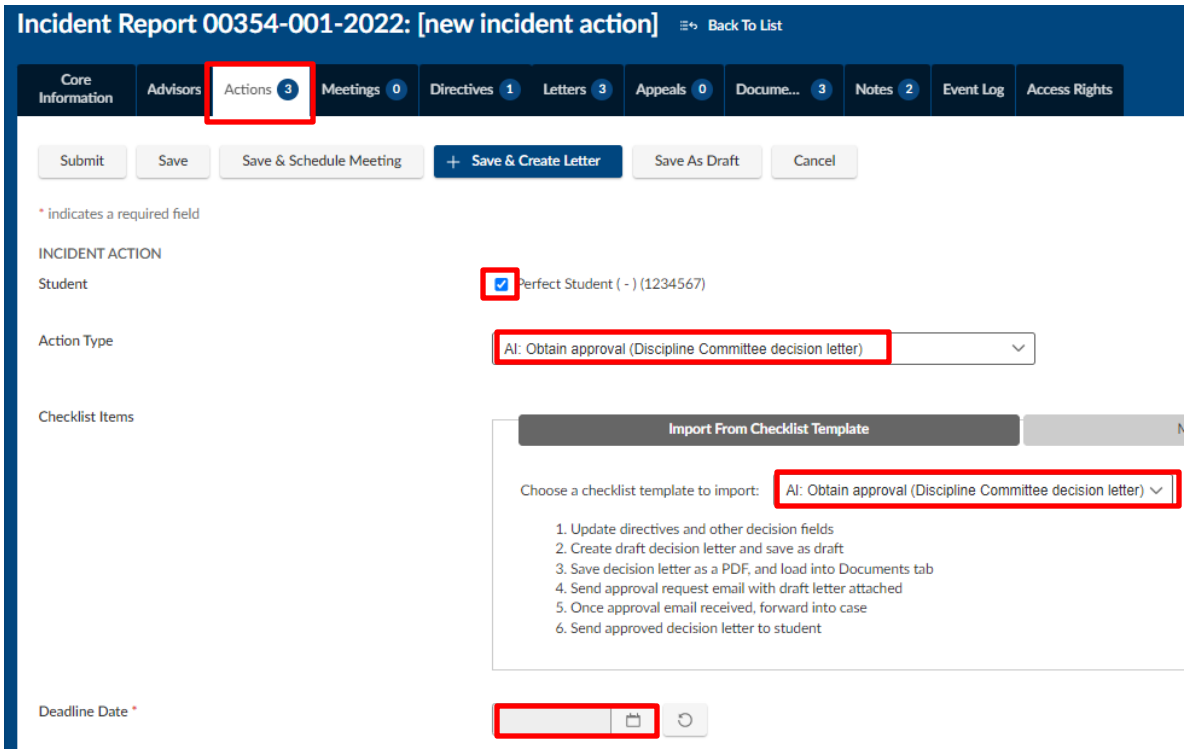
Select **Final** and then **Save**

Select **Done**.

**Tip**

Although the decision letter is DRAFT you must tag it as **Final** in order to attach it to the approval request email.

## 11 Create incident action: manage approvals




Go to the Actions tab, and select Add New Incident Action. Check the box by the student's name.

Add the **Action Type** 'AI: Obtain approval (Discipline Committee decision letter)'. Load the **Checklist** called 'AI: Obtain approval (Discipline Committee decision letter)'. Set a **Deadline Date**, add your name to the **Assigned to Staff** field, and **Save**.

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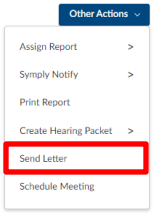
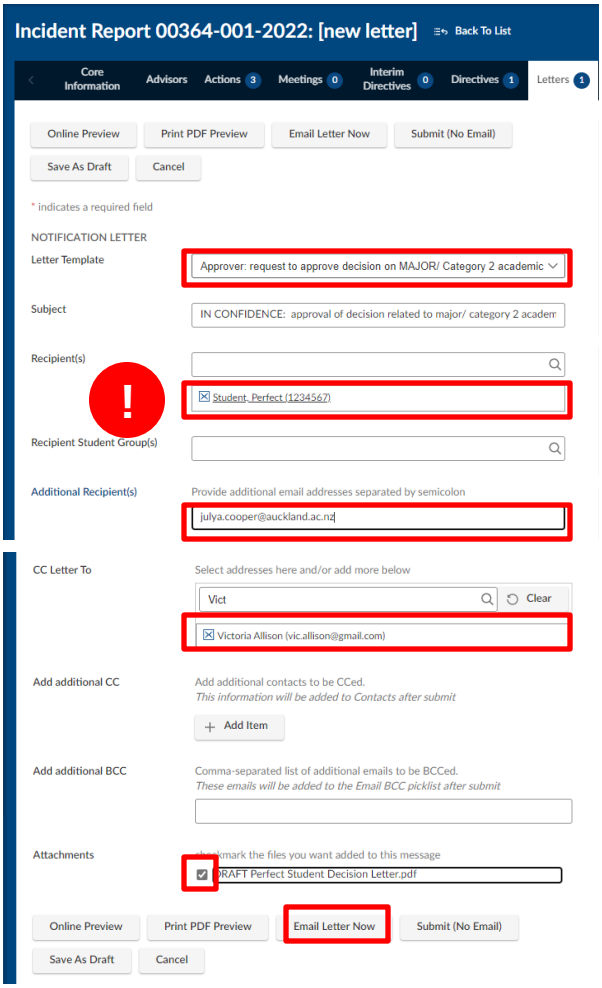
## 12 Send approval request email




Return to the **Core Information** tab. Under Other Actions, select **Send Letter**.




Select the **Letter Template** called *Approver: Request to approve decision on MAJOR/ Category 2 academic misconduct*.

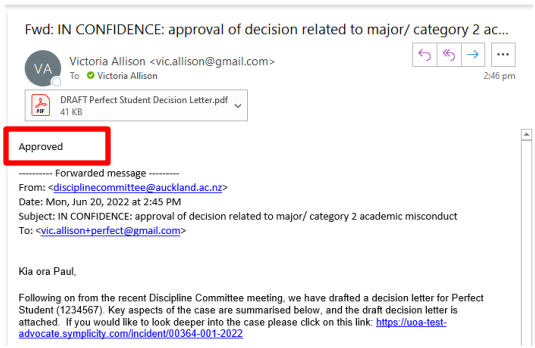
**Important: Remove the student from the recipient list**

Add the approver to the **Additional recipient(s)** field, and update letter content as required.

Use the **CC Letter to** or **Add additional CC** field(s) to cc any staff who need to be informed.

Check the box to add the draft letter as an **Attachment**, and then **Email Letter Now**.

## 13 Monitor emails for approval



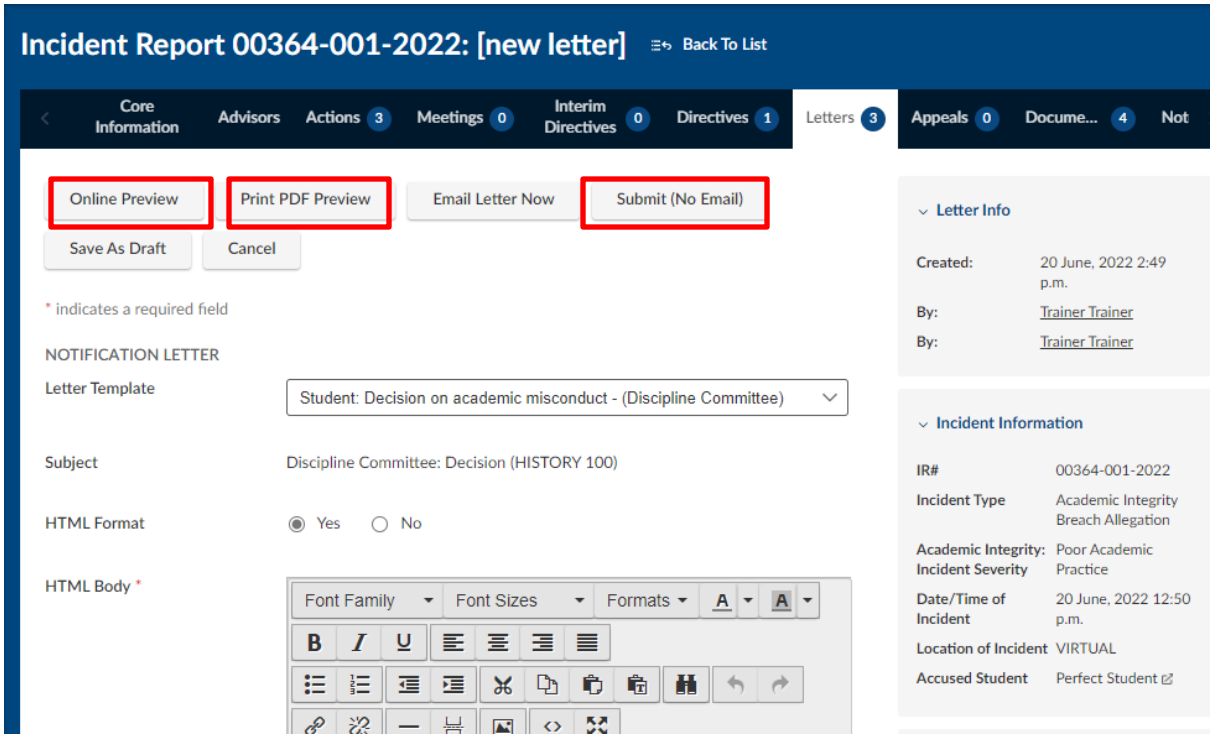

Monitor email for approval, and forward into case when received. The approval email will then appear on the **Notes** tab.

Tip

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

The email address and case number is at the bottom of each email template sent out from Symplicity.

## 14 Create final version of the decision letter




Go to the Letters tab and click on the edit icon for the "Student: Decision on Academic Misconduct (Discipline Committee)" draft decision letter in the list. Make any chances required by the approver, and then **Preview** the letter once again.

Select **Print PDF Preview**. Save the letter to a secure location with an appropriate file name (e.g. "FINAL <Student Name> Decision Letter").

Click **Submit (No Email)**. Do Not Click **Email Letter Now**

# Manage academic misconduct:
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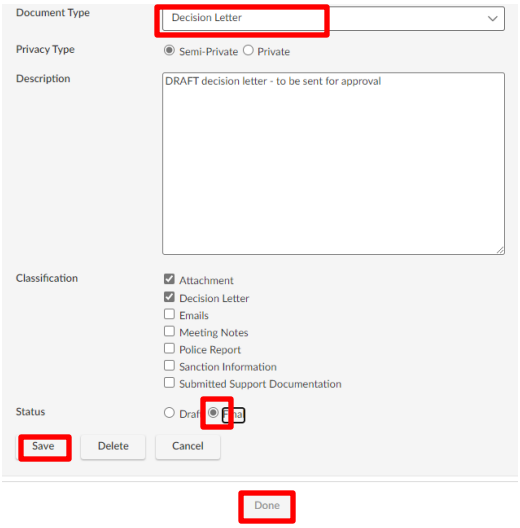
## 15 Upload FINAL decision letter



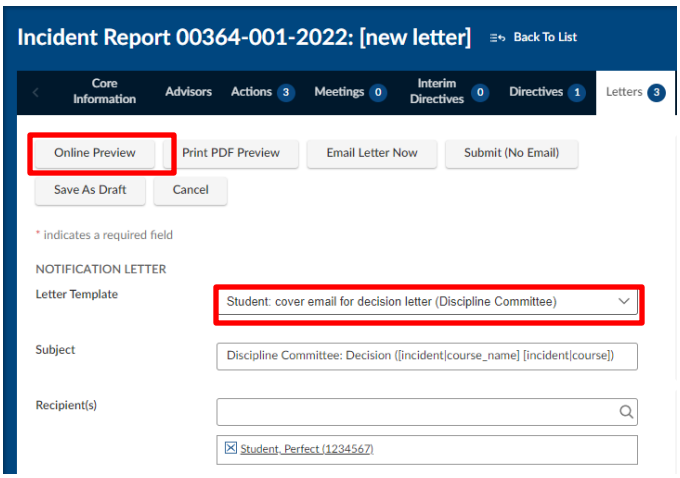

Go to the **Documents** tab, and select **Add New Document**. Upload or drag in the draft decision letter and select **Edit Details**.

Set the **Document Type** to *Decision Letter*, and **Classify** the document as an *Attachment* and *Decision letter*.

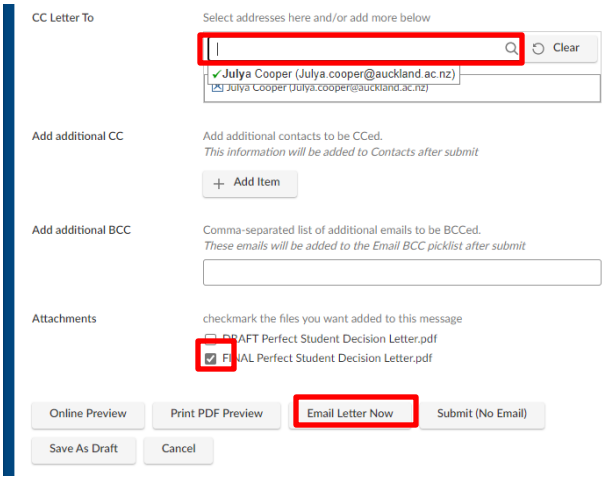
Select **Final** and then **Save**

Select **Done**.

## 16 Send the formal decision letter to the student




Go to the **Letters** tab and select **Create new Letter**. Select the template called *Student: Cover email for decision letter*. **Preview** the letter and update the text if required.

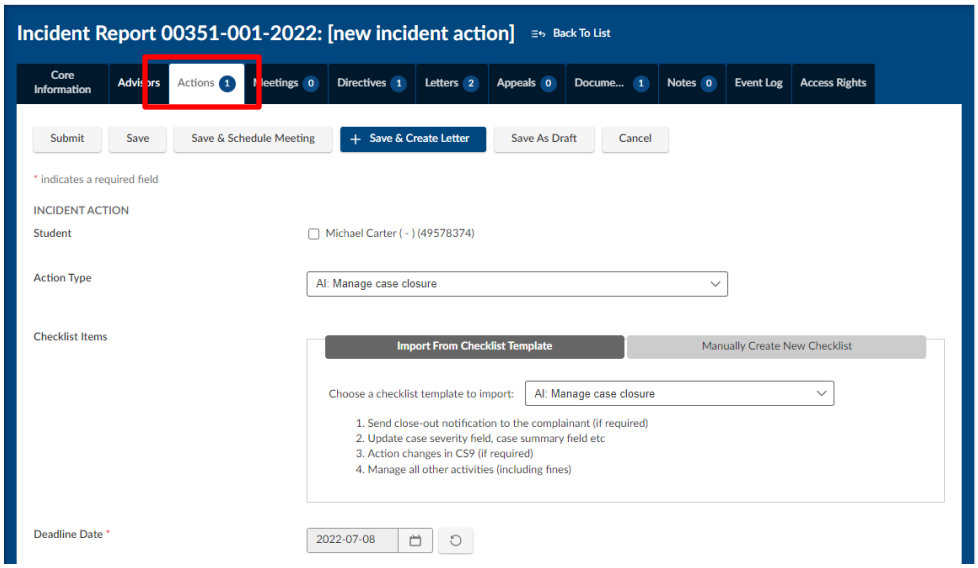



Use the **CC letter to** or **Add additional CC** field(s) to cc any staff who need to be informed (e.g. the **Course Director** and/or AIA).

Add the Final version of the decision letter as an **Attachment**.

Once you are happy with the letter, select **Email letter now**.

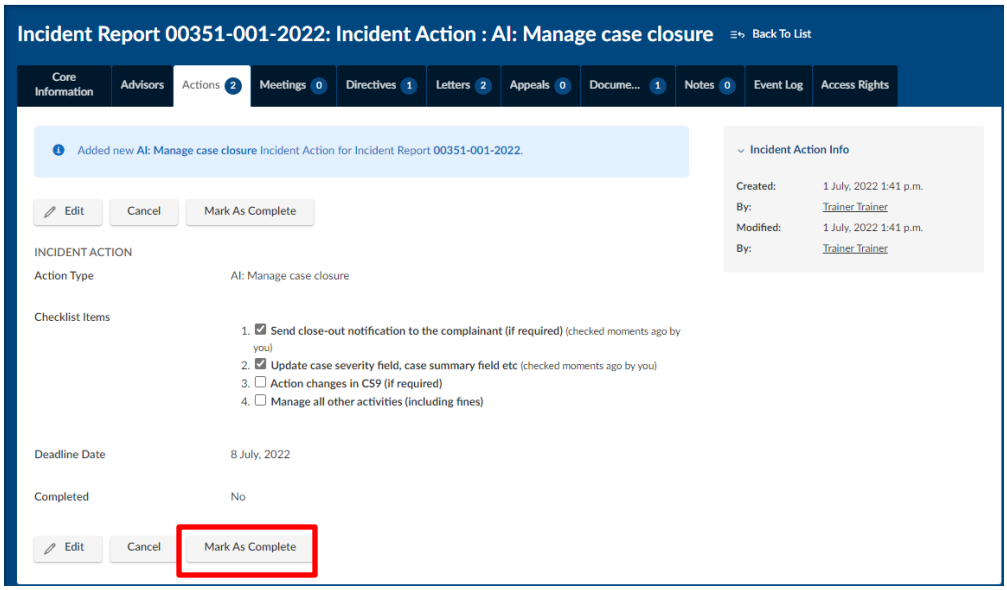
## 17 Manage close out activities




Once the letter is sent, click on the **Actions** tab.

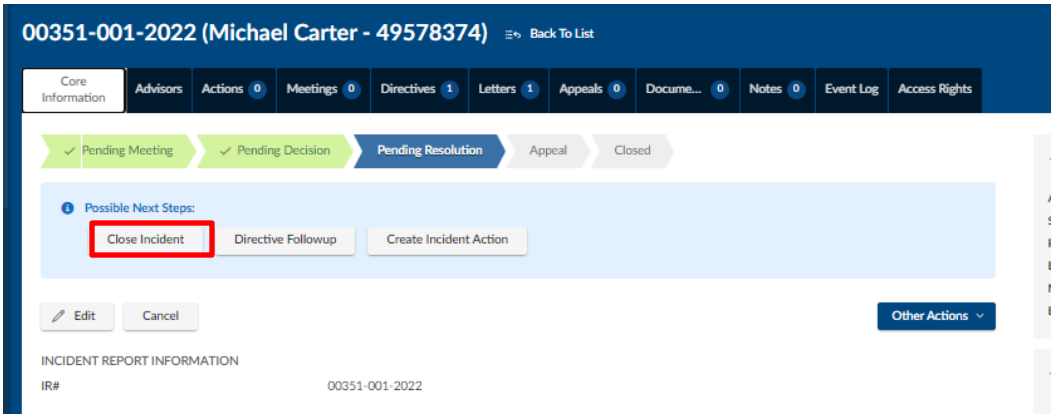
Add Action Type **AI: Manage case closure**, and the checklist **AI: Manage case closure**. Set a **Deadline Date** and assign the action to yourself. Select **Save**.

## 18 Manage close out activities (2)




Take any required actions. If the report submitter was not cced on the decision letter, send them a close-out email so that they know the case has been managed appropriately. Check off each action item as it is complete, and then **Mark as Complete**.

## 19 Close the case




Go to the **Core Information** tab. Select **Close Incident** and **Submit**.

Note that if the student appeals the decision, the incident will automatically reopen.