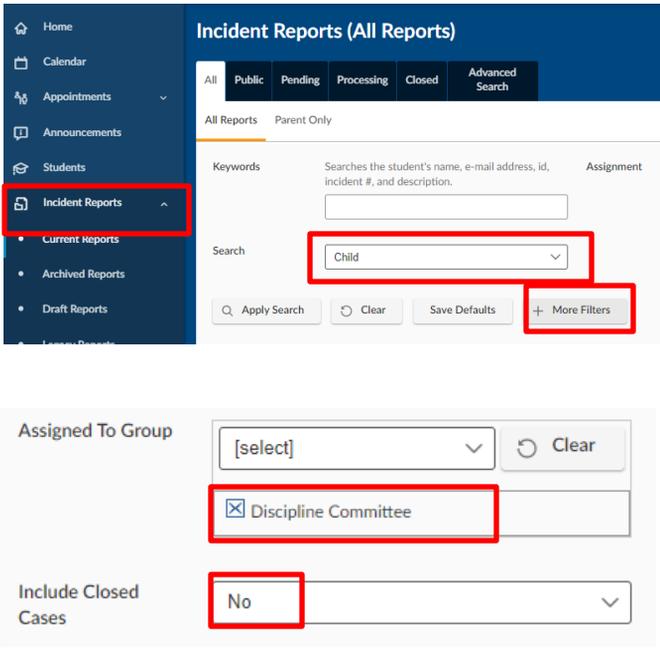


The Discipline Committee decides academic integrity breaches that have been categorised as major/category 2. This guide describes preparing for the Discipline Committee meeting, and notify students of the outcome.

## 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.



Home  
Calendar  
Appointments  
Announcements  
Students  
**Incident Reports**  
• Current Reports  
• Archived Reports  
• Draft Reports

### Incident Reports (All Reports)

All Public Pending Processing Closed Advanced Search

All Reports Parent Only

Keywords Searches the student's name, e-mail address, id, incident #, and description. Assignment

Search Child

Apply Search Clear Save Defaults More Filters

Assigned To Group [select] Clear

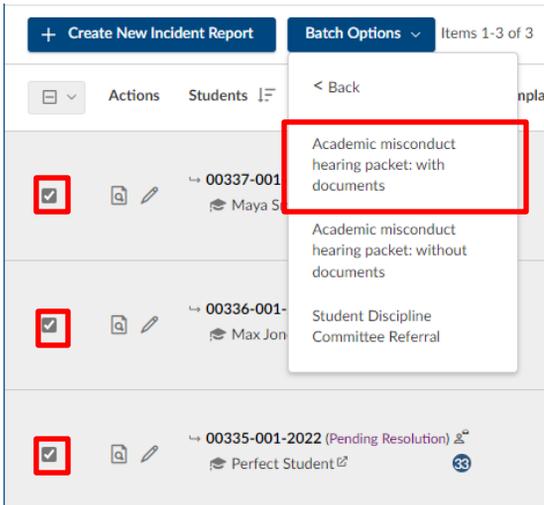
Discipline Committee

Include Closed Cases No

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



+ Create New Incident Report Batch Options Items 1-3 of 3

Actions Students < Back

Academic misconduct hearing packet: with documents

Academic misconduct hearing packet: without documents

Student Discipline Committee Referral

00337-001 Maya S

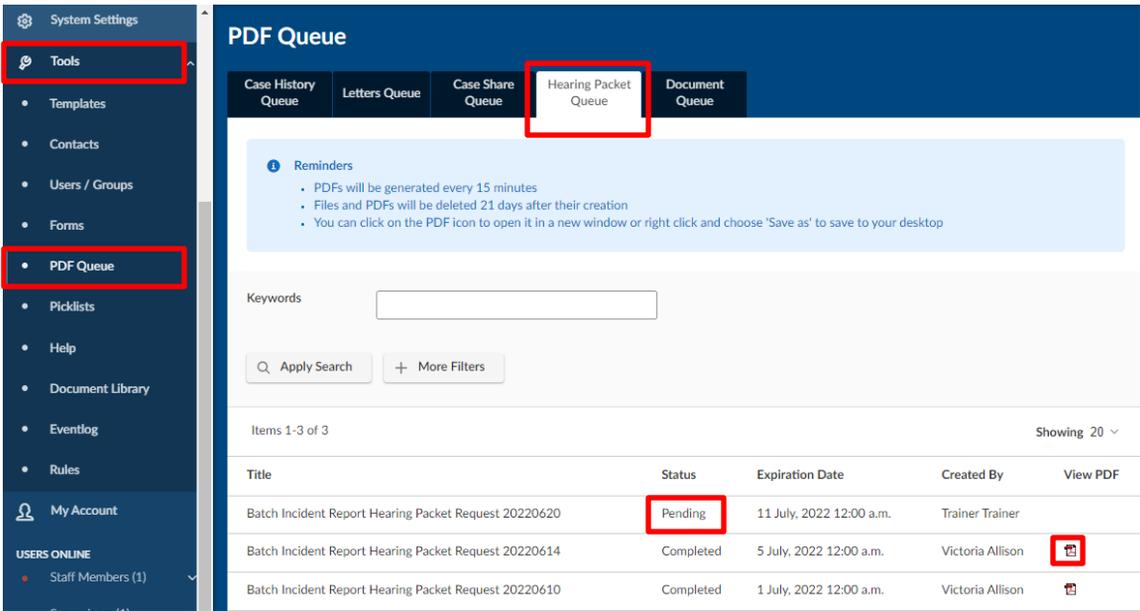
00336-001- Max Jon

00335-001-2022 (Pending Resolution) Perfect Student

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



**PDF Queue**

Case History Queue | Letters Queue | Case Share Queue | **Hearing Packet Queue** | Document Queue

**Reminders**

- PDFs will be generated every 15 minutes
- Files and PDFs will be deleted 21 days after their creation
- You can click on the PDF icon to open it in a new window or right click and choose 'Save as' to save to your desktop

Keywords:

Apply Search | More Filters

Items 1-3 of 3 | Showing 20

Title	Status	Expiration Date	Created By	View PDF
Batch Incident Report Hearing Packet Request 20220620	<b>Pending</b>	11 July, 2022 12:00 a.m.	Trainer Trainer	
Batch Incident Report Hearing Packet Request 20220614	Completed	5 July, 2022 12:00 a.m.	Victoria Allison	
Batch Incident Report Hearing Packet Request 20220610	Completed	1 July, 2022 12:00 a.m.	Victoria Allison	

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

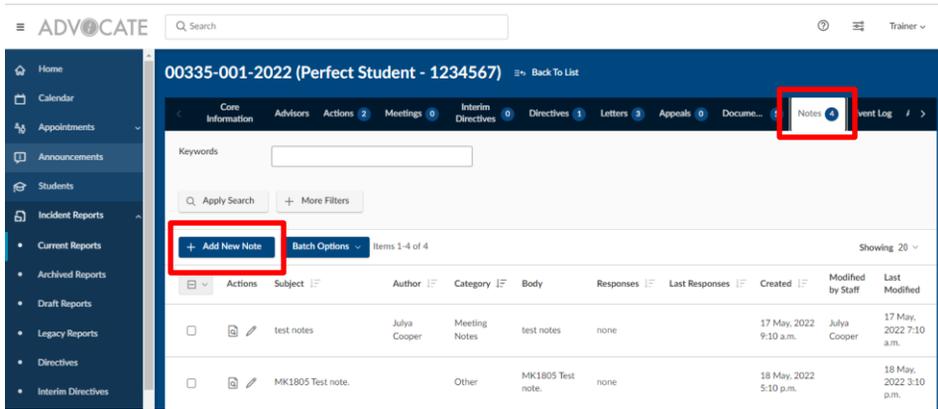
If you exit the system in this time, you can return to the queue by selecting **Tools**, then **PDF Queue**.

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.

## 5 Capture meeting notes into the system

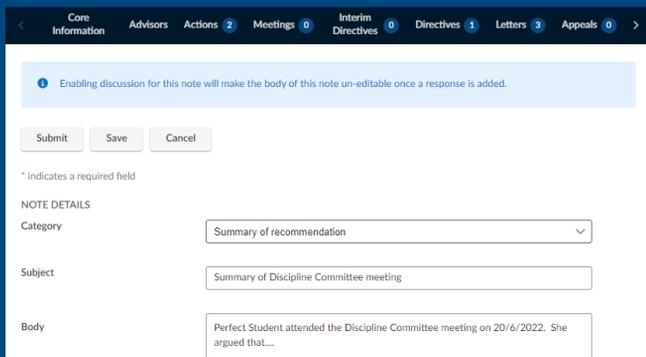


The screenshot shows the ADVOCATE interface for case 00335-001-2022 (Perfect Student - 1234567). The 'Notes' tab is selected and highlighted with a red box. Below the tab, there is a search bar and a table of notes. The 'Add New Note' button is also highlighted with a red box.

Actions	Subject	Author	Category	Body	Responses	Last Responses	Created	Modified by Staff	Last Modified
<input type="checkbox"/>	test notes	Julya Cooper	Meeting Notes	test notes	none		17 May, 2022 9:10 a.m.	Julya Cooper	17 May, 2022 7:10 a.m.
<input type="checkbox"/>	MK1805 Test note.		Other	MK1805 Test note.	none		18 May, 2022 5:10 p.m.		18 May, 2022 3:10 p.m.

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**.

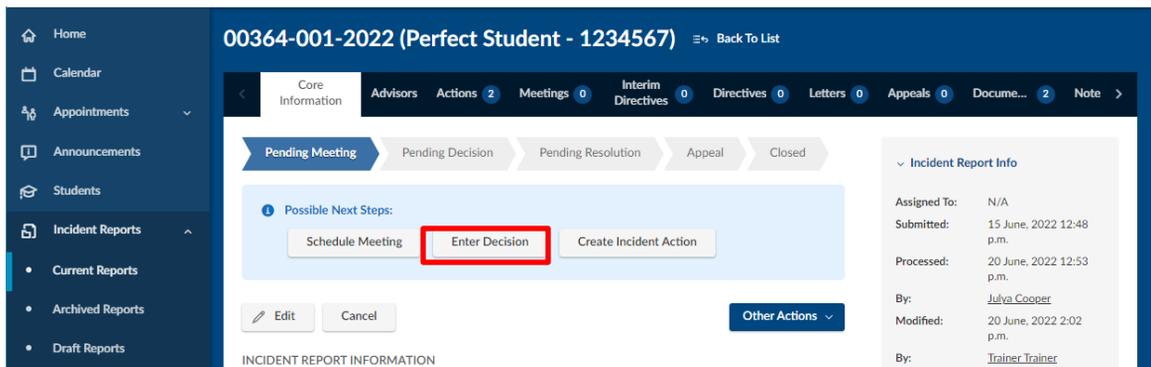
### Incident Report 00335-001-2022: [new note] [Back To List](#)



The screenshot shows the 'Add New Note' form. The 'Category' dropdown is set to 'Summary of recommendation'. The 'Subject' field contains 'Summary of Discipline Committee meeting'. The 'Body' field contains 'Perfect Student attended the Discipline Committee meeting on 20/6/2022. She argued that...'. There are 'Submit', 'Save', and 'Cancel' buttons at the top.

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



The screenshot shows the ADVOCATE interface for case 00364-001-2022 (Perfect Student - 1234567). The 'Enter Decision' button is highlighted with a red box. The interface shows a progress bar with steps: Pending Meeting, Pending Decision, Pending Resolution, Appeal, and Closed. Below the progress bar, there are buttons for 'Schedule Meeting', 'Enter Decision', and 'Create Incident Action'. The 'Enter Decision' button is highlighted with a red box.

Click on **Enter Decision**

## 7 Enter the decision

00364-001-2022 [Back To List](#)

Core Information | **Advisors** | **Actions 2** | Meetings 0 | Interim Directives 0 | Directives 0 | Letters 0

Submit | **+ Save & Add Directive** | + Save & Create Letter | Cancel

\* indicates a required field

ENTER THE DECISION

Allegations

Academic Integrity/Resubmitting previously submitted work

Responsible For

Academic Integrity/Resubmitting previously submitted work

Not Responsible for

Decision Date \*

Eligible For Appeal \*  Yes  No

Eligible Appeal Type \*

Review major coursework decision

Review category 2 exam decision

Review minor coursework decision

Review PAP decision

1 of 6 selected | [show selected](#) | [show all](#)

Submit | **+ Save & Add Directive** | + Save & Create Letter | Cancel

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

00364-001-2022 [Back To List](#)

Core Information | **Advisors** | **Actions 2** | Meetings 0 | Interim Directives 0 | **Directives 0** | Letters 0

**You added a Conviction for Resubmitting previously submitted work.**

Submit | **+ Save & Create Letter** | Cancel

\* indicates a required field

Directives

DIRECTIVE #1

Directive

Directive Detail

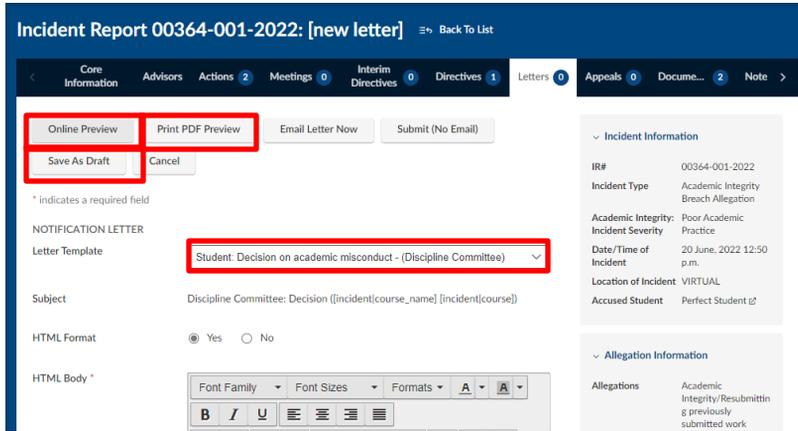
Your final grade is reduced from a B- to a D]

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**.

## 9 Create letter and save as DRAFT

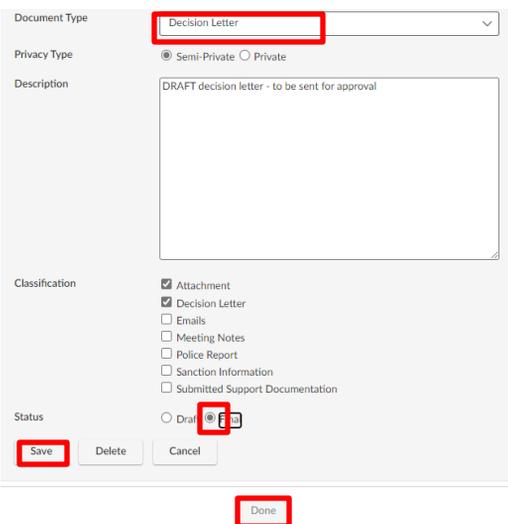


Select the appropriate template (Student: Decision on academic misconduct – (Discipline Committee)) and manually update any text highlighted in pink.

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**.

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

Tip

## 11 Create incident action: manage approvals

Incident Report 00354-001-2022: [new incident action] [Back To List](#)

Core Information | Advisors | **Actions 3** | Meetings 0 | Directives 1 | Letters 3 | Appeals 0 | Docume... 3 | Notes 2 | Event Log | Access Rights

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

\* indicates a required field

INCIDENT ACTION

Student  Perfect Student (-) (1234567)

Action Type **AI: Obtain approval (Discipline Committee decision letter)**

Checklist Items

Import From Checklist Template

Choose a checklist template to import: **AI: Obtain approval (Discipline Committee decision letter)**

1. Update directives and other decision fields
2. Create draft decision letter and save as draft
3. Save decision letter as a PDF, and load into Documents tab
4. Send approval request email with draft letter attached
5. Once approval email received, forward into case
6. Send approved decision letter to student

Deadline Date \*

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**.

## 12 Send approval request email

Other Actions ▾

- Assign Report >
- Simplify Notify >
- Print Report
- Create Hearing Packet >
- Send Letter**
- Schedule Meeting

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

Incident Report 00364-001-2022: [new letter] ⌵ Back To List

Core Information | Advisors | Actions 3 | Meetings 0 | Interim Directives 0 | Directives 1 | Letters 1

Online Preview | Print PDF Preview | Email Letter Now | Submit (No Email)

Save As Draft | Cancel

\* indicates a required field

NOTIFICATION LETTER

Letter Template

Subject

Recipient(s)  

Recipient Student Group(s)

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

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

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

Add additional BCC Comma-separated list of additional emails to be BCCed. These emails will be added to the Email BCC picklist after submit

Attachments  DRAFT Perfect Student Decision Letter.pdf

Online Preview | Print PDF Preview | **Email Letter Now** | Submit (No Email)

Save As Draft | Cancel

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

Fwd: IN CONFIDENCE: approval of decision related to major/ category 2 ac...

Victoria Allison <vic.allison@gmail.com>  2:46 pm

To: Victoria Allison

 DRAFT Perfect Student Decision Letter.pdf 41 KB

**Approved**

----- Forwarded message -----

From: <disciplinecommittee@auckland.ac.nz>  
Date: Mon, Jun 20, 2022 at 2:45 PM  
Subject: IN CONFIDENCE: approval of decision related to major/ category 2 academic misconduct  
To: <vic.allison+perfect@gmail.com>

Kia ora Paul,

Following on from the recent Discipline Committee meeting, we have drafted a decision letter for Perfect Student (1234567). Key aspects of the case are summarised below, and the draft decision letter is attached. If you would like to look deeper into the case please click on this link: <https://uoa-test.advocate.symplicity.com/incident/00364-001-2022>

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

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

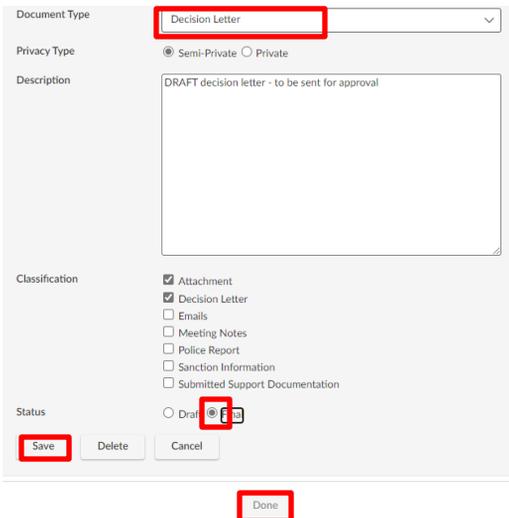
The screenshot shows the Symplicity interface for creating a final decision letter. The top navigation bar includes tabs for Core Information, Advisors, Actions (3), Meetings (0), Interim Directives (0), Directives (1), Letters (3), Appeals (0), Docume... (4), and Not. The main content area is titled "Incident Report 00364-001-2022: [new letter]" and includes a "Back To List" link. Below the navigation bar, there are several buttons: "Online Preview", "Print PDF Preview", "Email Letter Now", and "Submit (No Email)". The "Print PDF Preview" and "Submit (No Email)" buttons are highlighted with red boxes. Below the buttons, there are "Save As Draft" and "Cancel" buttons. A note indicates that an asterisk (\*) denotes a required field. The form is titled "NOTIFICATION LETTER" and includes a "Letter Template" dropdown menu set to "Student: Decision on academic misconduct - (Discipline Committee)". The "Subject" field is "Discipline Committee: Decision (HISTORY 100)". The "HTML Format" section has radio buttons for "Yes" (selected) and "No". The "HTML Body" section features a rich text editor with options for Font Family, Font Sizes, Formats, and text formatting (bold, italic, underline, list, link, unlink, insert link, insert image, undo, redo). On the right side, there are two panels: "Letter Info" and "Incident Information". The "Letter Info" panel shows "Created: 20 June, 2022 2:49 p.m." and "By: Trainer.Trainer". The "Incident Information" panel shows "IR# 00364-001-2022", "Incident Type Academic Integrity Breach Allegation", "Academic Integrity: Poor Academic", "Incident Severity Practice", "Date/Time of Incident 20 June, 2022 12:50 p.m.", "Location of Incident VIRTUAL", and "Accused Student Perfect Student".

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 changes 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**

## 15 Upload FINAL decision letter



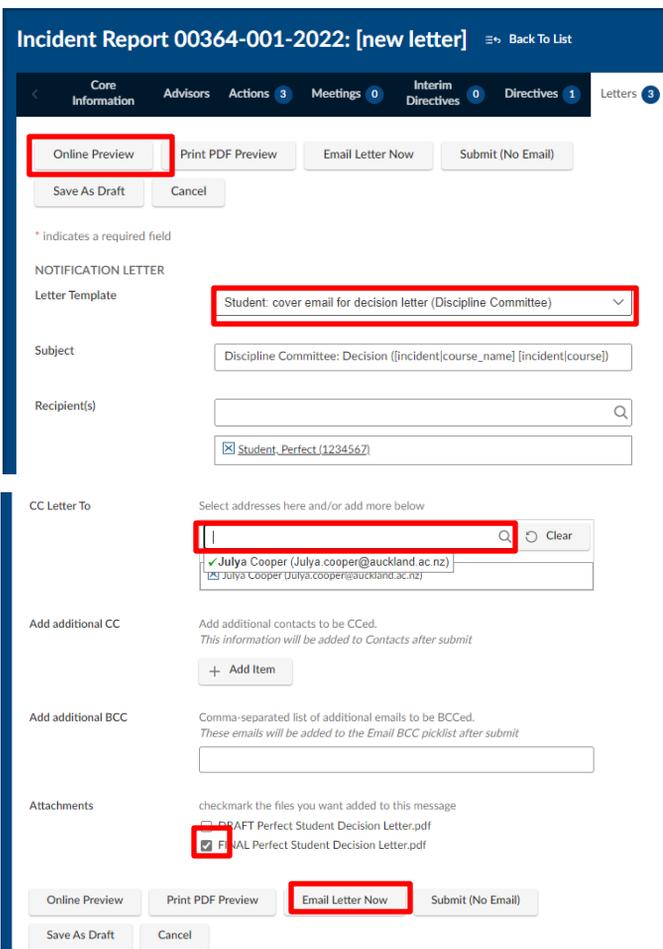
Go to the **Documents** tab, and select **Add New Document**. Upload or drag in the draft decision letter and select **Edit Details**.

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*.

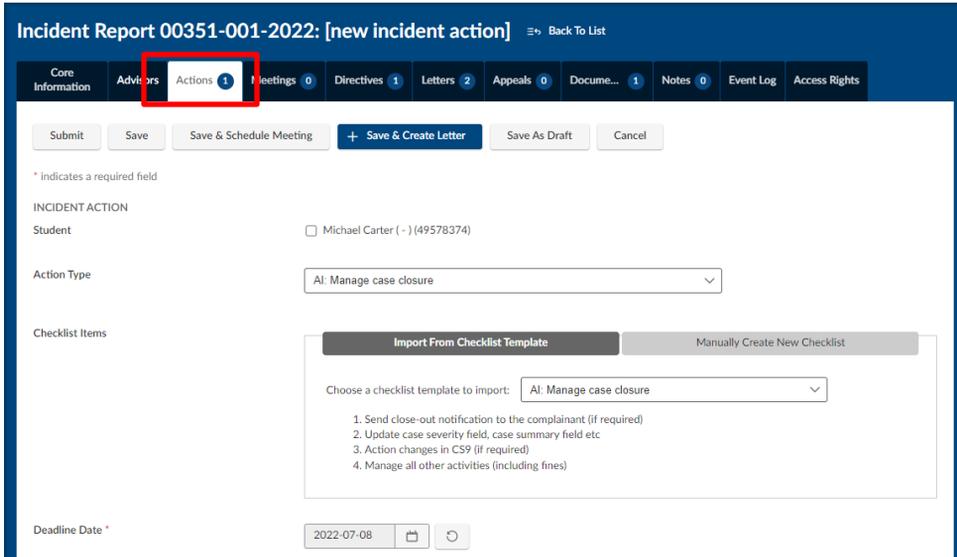
**Preview** the letter and update the text if required.

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



Incident Report 00351-001-2022: [new incident action] [Back To List](#)

Core Information | **Advisors** | **Actions 1** | Meetings 0 | Directives 1 | Letters 2 | Appeals 0 | Docume... 1 | Notes 0 | Event Log | Access Rights

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

\* Indicates a required field

INCIDENT ACTION

Student  Michael Carter (-) (49578374)

Action Type

Checklist Items

**Import From Checklist Template** | Manually Create New Checklist

Choose a checklist template to import:

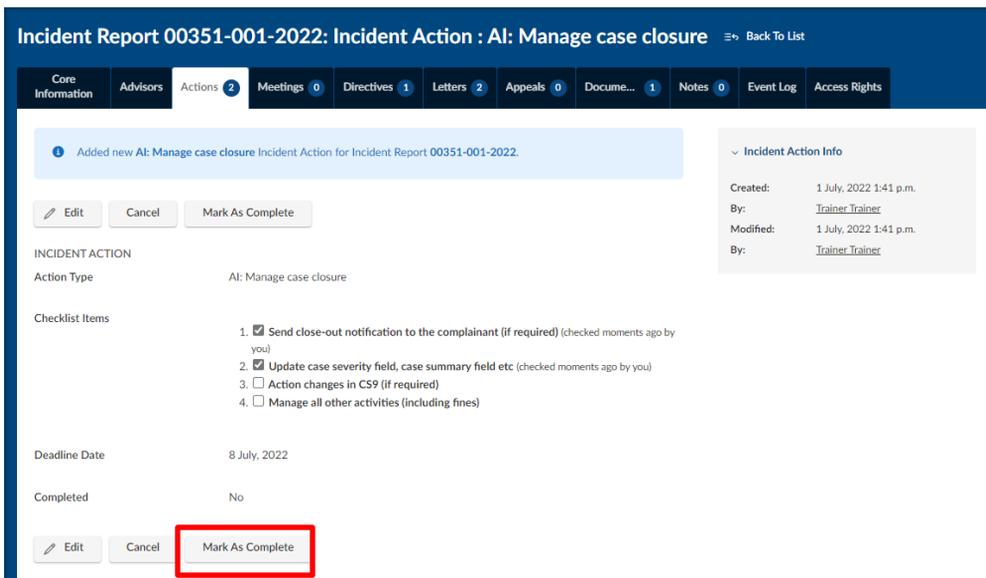
1. Send close-out notification to the complainant (if required)
2. Update case severity field, case summary field etc
3. Action changes in CS9 (if required)
4. Manage all other activities (including fines)

Deadline Date \*

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)



Incident Report 00351-001-2022: Incident Action : AI: Manage case closure [Back To List](#)

Core Information | Advisors | **Actions 2** | Meetings 0 | Directives 1 | Letters 2 | Appeals 0 | Docume... 1 | Notes 0 | Event Log | Access Rights

**Added new AI: Manage case closure Incident Action for Incident Report 00351-001-2022.**

INCIDENT ACTION

Action Type AI: Manage case closure

Checklist Items

1.  Send close-out notification to the complainant (if required) (checked moments ago by you)
2.  Update case severity field, case summary field etc (checked moments ago by you)
3.  Action changes in CS9 (if required)
4.  Manage all other activities (including fines)

Deadline Date 8 July, 2022

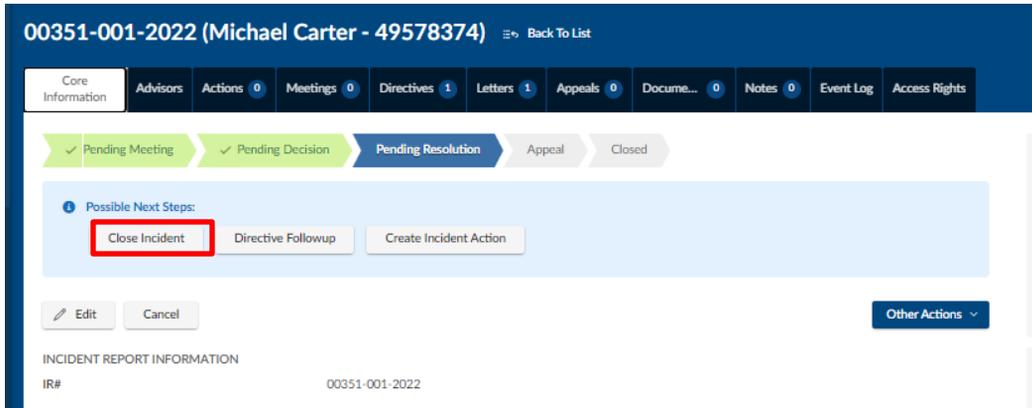
Completed No

Incident Action Info

Created: 1 July, 2022 1:41 p.m.  
By: [Trainer Trainer](#)  
Modified: 1 July, 2022 1:41 p.m.  
By: [Trainer Trainer](#)

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



00351-001-2022 (Michael Carter - 49578374) Back To List

Core Information | Advisors | Actions 0 | Meetings 0 | Directives 1 | Letters 1 | Appeals 0 | Docume... 0 | Notes 0 | Event Log | Access Rights

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

Possible Next Steps:

Close Incident | Directive Followup | Create Incident Action

Edit | Cancel | Other Actions ▾

INCIDENT REPORT INFORMATION

IR# 00351-001-2022

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

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