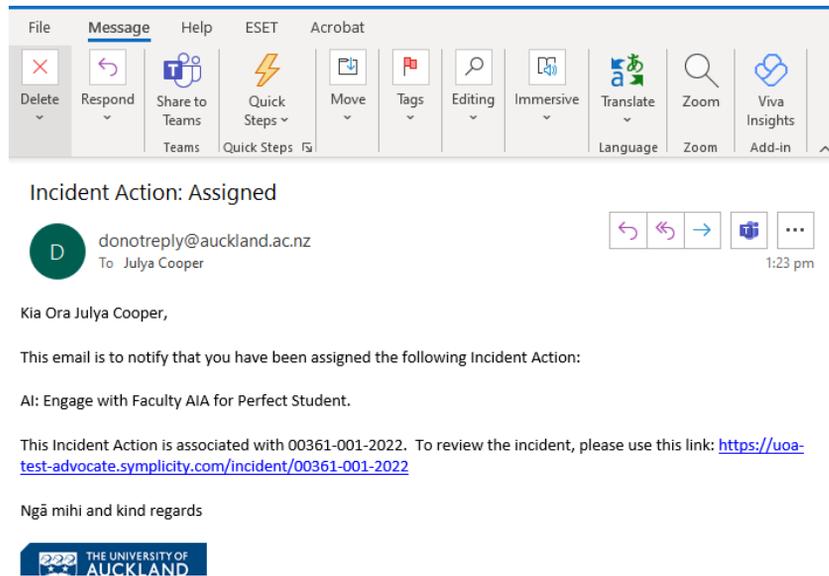


# Provide input into cases of academic misconduct in coursework (AIA)

This guide describes the process followed by an Academic Integrity Advisor to provide input to decisions on minor or major academic misconduct in coursework (including tests, assessment and research). Encourage Course Directors to complete all sections of the online form to streamline the process.

A core purpose of the misconduct process is to educate students. As part of this process, Course Directors are encouraged to engage with students before triggering the formal process. If they choose to conduct an interview, the interview notes should be attached to the online submission form. The AQO will then send the interview notes to the student together with the allegations.

## 1 – Receive notification of assigned incident action



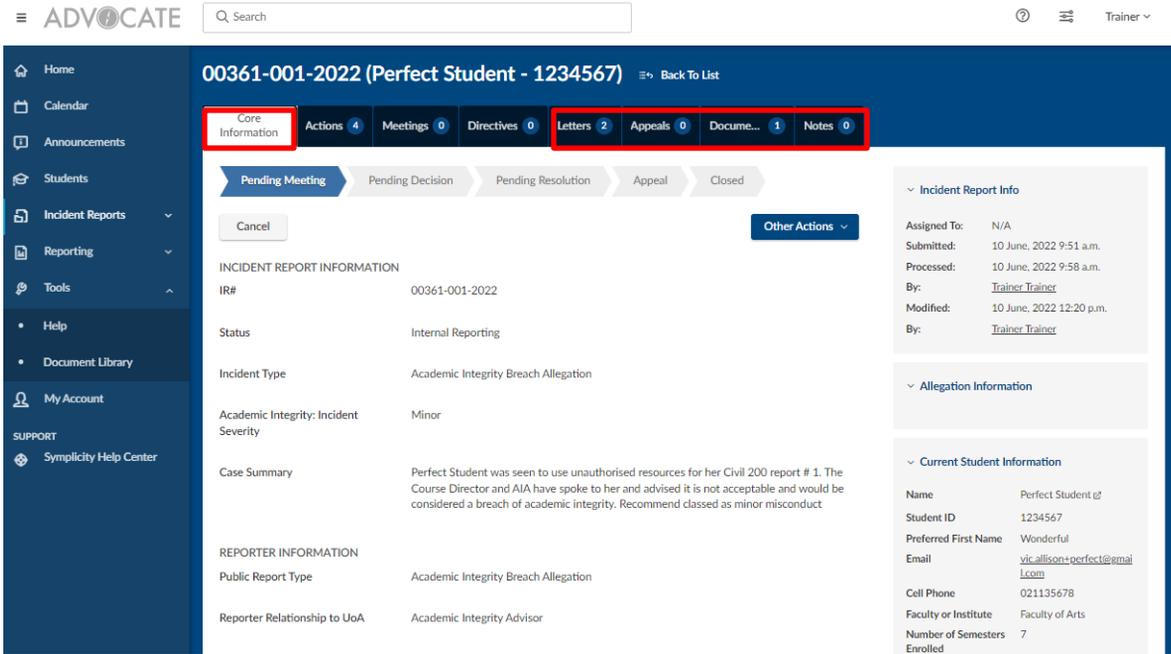
You will receive an automated notification when an incident action is assigned to you or to your Faculty group. Click on the hyperlink to view the incident.

The Academic Quality Office will ask you to investigate when allegations are received from someone other than a Course Director or AIA, or when they do not have enough information to complete the process. Advice you may need to provide includes:

- Whether a case should be investigated or dropped
- If investigated, whether it should be managed as PAP, major or minor
- What the consequences (if any) should be.

You may need to contact the Course Director for additional input

## 2 Review detailed case information



The screenshot displays the ADVOCATE system interface. At the top, there is a search bar and a user profile for 'Trainer'. The main content area shows the case details for '00361-001-2022 (Perfect Student - 1234567)'. The interface includes a navigation menu on the left with options like Home, Calendar, Announcements, Students, Incident Reports, Reporting, Tools, Help, Document Library, My Account, and SUPPORT. The main content area has a top navigation bar with tabs for Core Information, Actions, Meetings, Directives, Letters, Appeals, Documents, and Notes. The Letters tab is selected, showing incident report information, reporter information, and current student information.

INCIDENT REPORT INFORMATION	Value
IR#	00361-001-2022
Status	Internal Reporting
Incident Type	Academic Integrity Breach Allegation
Academic Integrity: Incident Severity	Minor
Case Summary	Perfect Student was seen to use unauthorised resources for her Civil 200 report # 1. The Course Director and AIA have spoke to her and advised it is not acceptable and would be considered a breach of academic integrity. Recommend classed as minor misconduct

REPORTER INFORMATION	Value
Public Report Type	Academic Integrity Breach Allegation
Reporter Relationship to UoA	Academic Integrity Advisor

Current Student Information	Value
Name	Perfect Student @
Student ID	1234567
Preferred First Name	Wonderful
Email	viv.allison.perfect@email.com
Cell Phone	021135678
Faculty or Institute	Faculty of Arts
Number of Semesters Enrolled	7

When you click on the hyperlink, you are taken into the case within Symplicity. If you don't get taken directly to the case, you can search within Symplicity using the case number. To do this, click on **Incident Reports** then **Current Reports** in the left side bar. Copy the case number into the **Keywords** box and ensure the **Search** box is set to Child. Hit **Apply Search**. Click on the view icon next to the case.

Key tabs to explore are:

- **Core Information:** includes the original complaint information, plus a case summary and an assessment of severity
- **Letters:** includes any correspondence with the student and the draft decision letter. Click on the view icon (under Actions) in order to see or print the letter
- **Appeals:** includes the student's grounds for seeking a review. If you click on the view icon you will be able to see the student's review request
- **Documents:** includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts), including any submitted by the student to support their application for a review
- **Notes:** includes notes relating to the case (e.g. notes regarding meetings held with the student or any emails that the student has sent to the AQO about the case)

## 3 Review student's past history

✓ **Current Student Information**

Name **Perfect Student**

Student ID 1234567

Preferred First Name Wonderful

Email [vic.allison+perfect@gmail.com](mailto:vic.allison+perfect@gmail.com)

Cell Phone 021135678

Faculty or Institute Faculty of Arts

Number of Semesters Enrolled 7

To review the student's past history, scroll down the **Core Information** tab until you see **Current Student Information** in the right-hand side bar. Click on the student's **Name**.

**Note:** you can also search for the student by clicking on **Students** in the left sidebar. In the **Keywords** field, search for the student by name, email or ID. Click on the **view** icon next to their name.

Student Information

Full Name [Perfect Student](#)

Username pstu001

Student ID 1234567

Email [vic.allison+perfect@gmail.com](mailto:vic.allison+perfect@gmail.com)

Phone 021135678

Birthdate 10 May, 1999

Age 23

Incidents 25

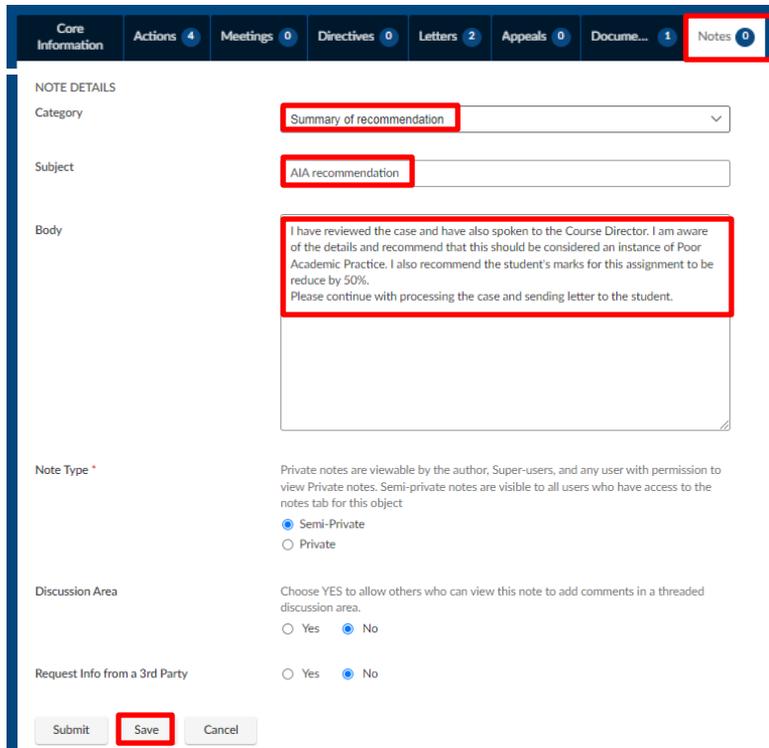
IR #	Type	Status	Assigned To	Last Modified	Archived
<a href="#">00356-001-2022</a>	Academic Integrity Breach Allegation	Closed		2 hours ago	No
<a href="#">00356-2022</a>	Academic Integrity Breach Allegation	Closed		2 hours ago	No
<a href="#">00356-001-2022</a>	Academic Integrity Breach Allegation	Appealed		2 hours ago	No
<a href="#">00357-001-2022</a>	Academic Integrity Breach Allegation	Pending Resolution		21 hours ago	No
<a href="#">00354-001-2022</a>	Academic Integrity Breach Allegation	Pending Resolution		5 days ago	No
<a href="#">00355-</a>	Academic Integrity	Pending		5 days ago	No

You will see a list of all past academic integrity incidents in which the student has been involved. To see additional detail on past cases, click on the child case **IR #**.

Cases in Symplicity have a **parent** case and a **child** case. When there is more than one student associated with an incident, there is a separate child case for each student. The parent cases are numbered by case number and year (e.g. 00124-2022), while child cases have an additional number in the middle (e.g. 00124-001-2022). Case details are best reviewed in the **child case**.

Tip

## 4 Capture notes into case record



Capture your comments as notes. Go to the **Notes** tab and click on **Add New Note**.

+ Add New Note

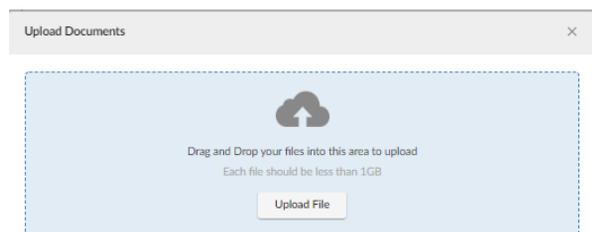
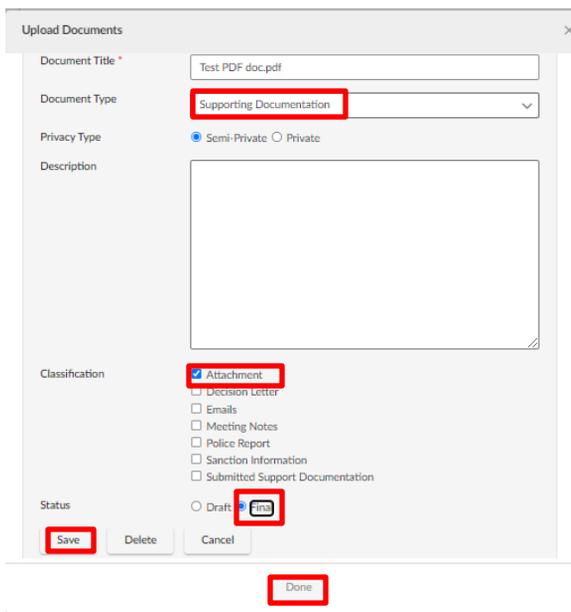
Select the **Category** field 'Summary of recommendation'.

Add a **Subject** line (e.g. 'AIA recommendation').

Write a summary of the meeting in the **Body** field.

Then click on **Save**.

## 5 Upload documents into case record (if required)



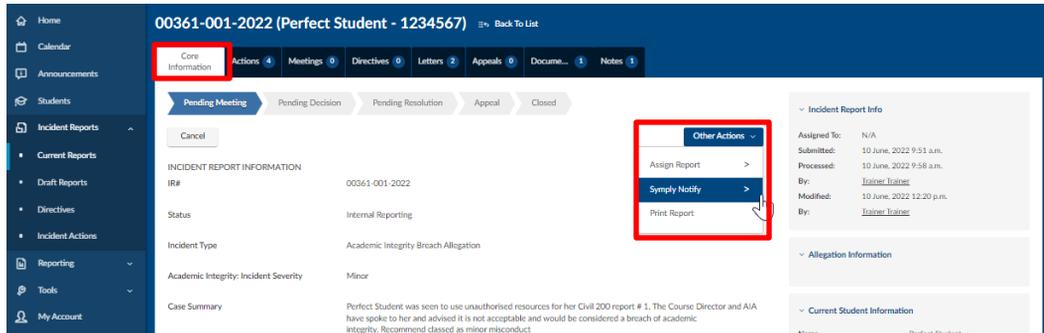
Go to the **Documents** tab and select **Add New Document**. Upload or drag in the document you wish to add.

Click on Edit and choose an appropriate **Documentation Type** for the document. Choose the **Classification** type and then save it with a **Status** of either Final or Draft. Select **Save** and then **Done**.

Documents must be marked as **Final** if you want them to be available as attachments to emails

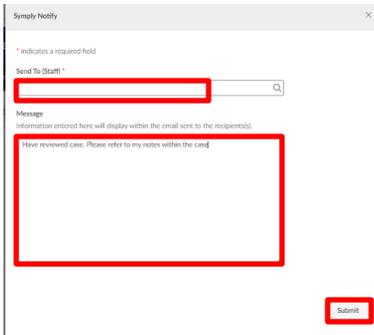
Tip

## 6 Notify the AQO that the action has been completed



The screenshot shows the AIA system interface for case 00361-001-2022. The 'Core Information' tab is selected. The 'Other Actions' menu is open, and 'Simply Notify' is highlighted. The incident details include: IR# 00361-001-2022, Status Internal Reporting, Incident Type Academic Integrity Breach Allegation, and Academic Integrity Incident Severity Minor. The case summary states: 'Perfect Student was seen to use unauthorised resources for her Civil 200 report # 1. The Course Director and AIA have spoke to her and advised it is not acceptable and would be considered a breach of academic integrity. Recommend classed as minor misconduct.'

Go to the **Core Information** tab, and under **Other Actions** select **Simply Notify**.



The 'Simply Notify' form contains the following fields and elements:

- Send To Staff \***: A text input field with a search icon, highlighted with a red box.
- Message**: A text area with the placeholder text 'Have reviewed case. Please refer to my notes within the case', highlighted with a red box.
- Submit**: A button at the bottom right, highlighted with a red box.

Choose **Staff Members** and add the name of the AQO staff member.

Add a brief note in the **Message** field to let the AQO know that you have reviewed the case and added your advice.

Hit **Submit**.