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

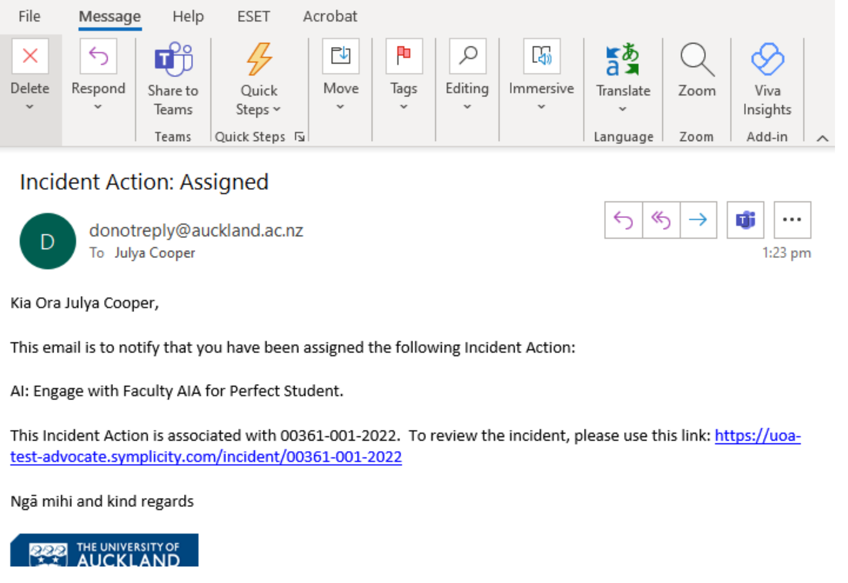
THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

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 t 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



Incident Action: Assigned

donotreply@auckland.ac.nz
To Julya Cooper
1:23 pm

Kia Ora Julya Cooper,

This email is to notify that you have been assigned the following Incident Action:

AI: Engage with Faculty AIA for Perfect Student.

This Incident Action is associated with 00361-001-2022. To review the incident, please use this link: https://uoa-test-advocate.symplicity.com/incident/00361-001-2022

Ngā mihi and kind regards

THE UNIVERSITY OF AUCKLAND

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.

Tip

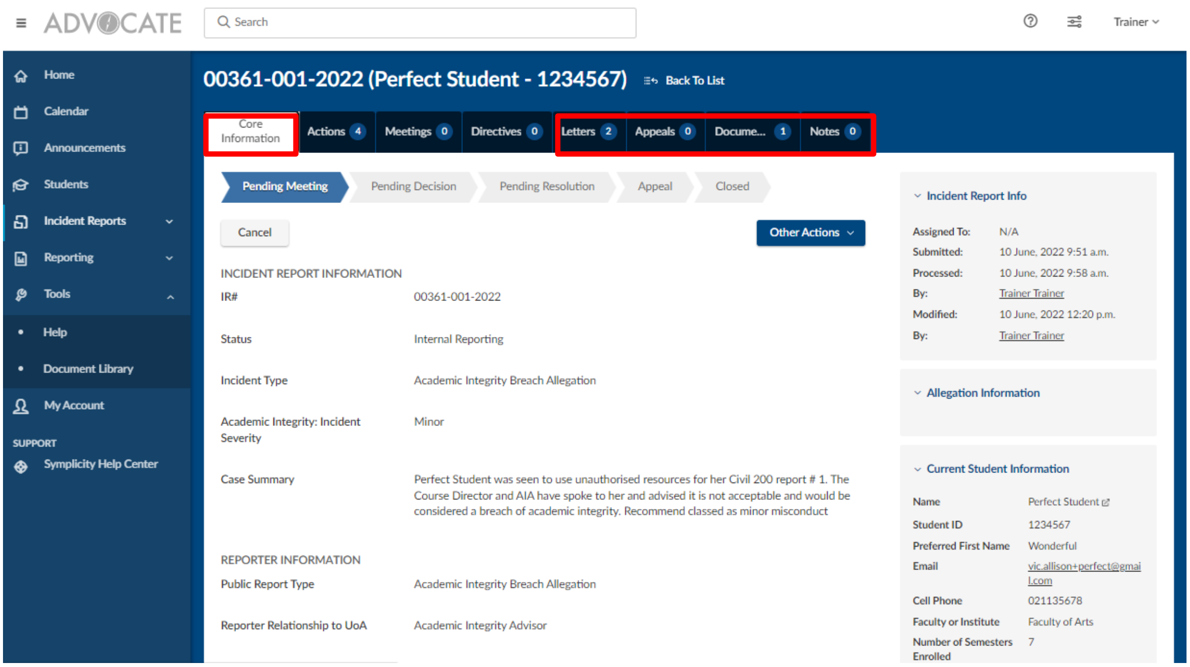
The Academic Quality Office will ask you to investigate when allegations are received from someone other than a Course Director or AIA, or when they do not have enough information to complete the process. Advice you may need to provide includes:

- 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

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

2 Review detailed case information



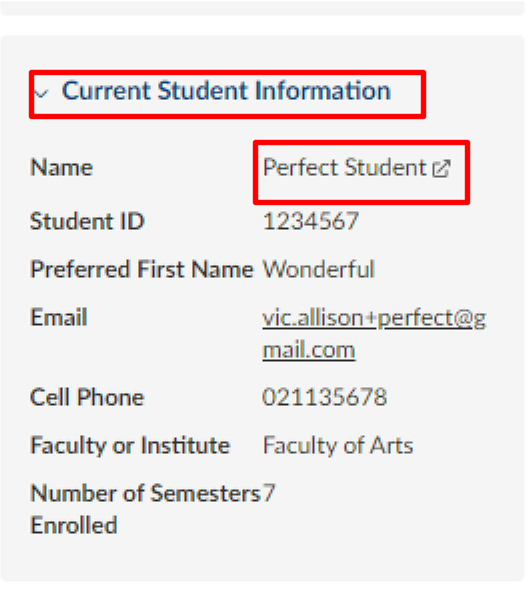
When you click on the hyperlink, you are taken into the case within Symplicity. If you don't get taken directly to the case, you can search within Symplicity using the case number. To do this, click on **Incident Reports** then **Current Reports** in the left side bar. Copy the case number into the **Keywords** 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)

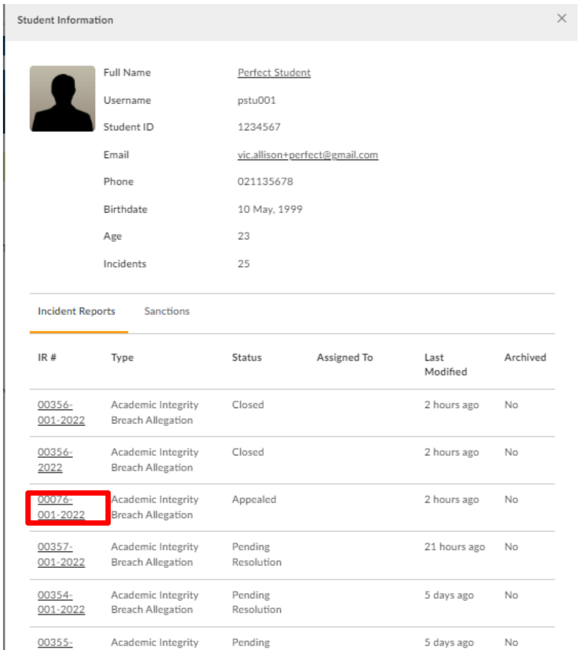
THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

3 Review student's past history



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.



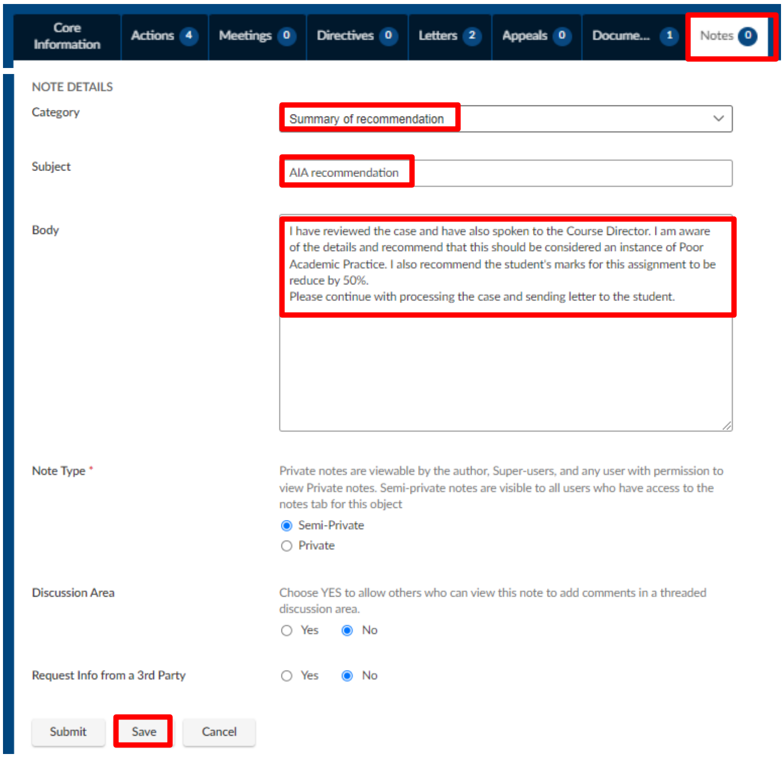
You will see a list of all past academic integrity incidents in which the student has been involved. To see additional detail on past cases, click on the child case **IR #**.

Tip

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**.

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

4 Capture notes into case record



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

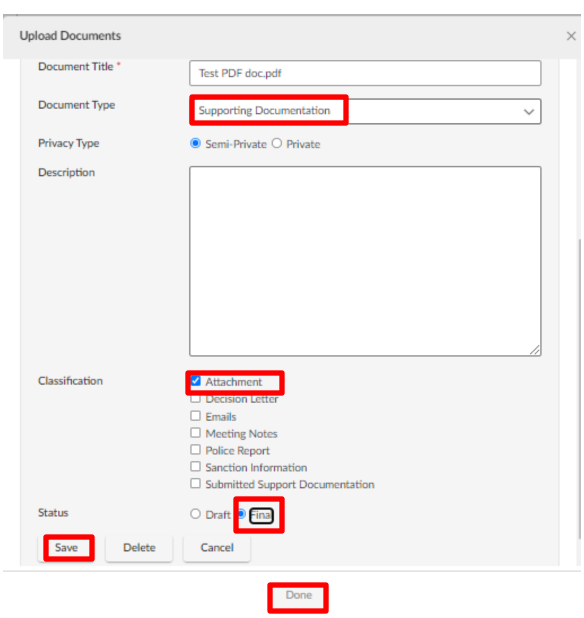
Select the **Category** field 'Summary of recommendation'.

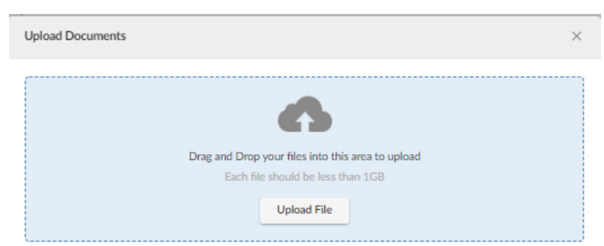
Add a **Subject** line (e.g. 'AIA recommendation').

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.

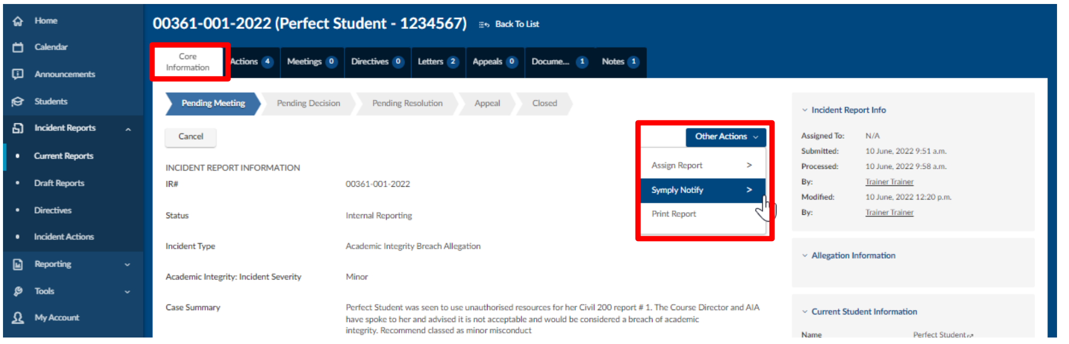
Click on Edit and choose an appropriate **Documentation Type** for the document. Choose the **Classification** type and then save it with a **Status** of either Final or Draft. Select **Save** and then **Done**.

Tip

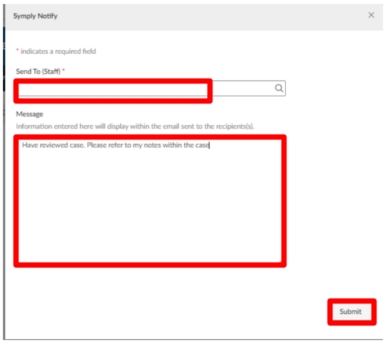
Documents must be marked as **Final** if you want them to be available as attachments to emails

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

6 Notify the AQO that the action has been completed



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



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**.