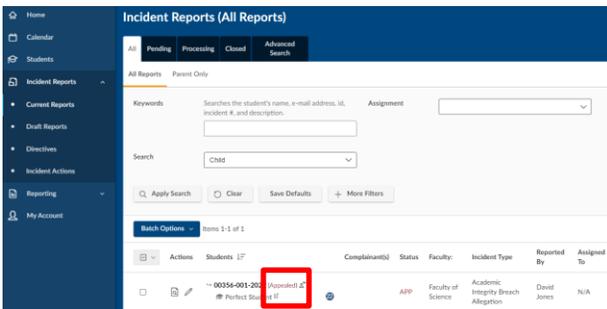


Manage review requests for major or Category 2 academic misconduct

Students have 14 calendar days to request a review of an academic misconduct decision. If they choose to request a review, they must submit the request via a weblink and explain the rationale for their request.

1 Incident status automatically updates in Symplicity



Actions	Students	Complaint(s)	Status	Faculty	Incident Type	Reported By	Assigned To	
	00356-001-2022	Perfect Student (-)	Appealed	APP	Faculty of Science	Academic Integrity Breach Allegation	David Jones	N/A

When a student submits a review request, the case status is automatically updated to **Appealed**. In addition, the case is automatically reopened.

Appeal Submitted

 donotreply@auckland.ac.nz
To _____

Kia Ora,

A student has appealed the decision on the following case:

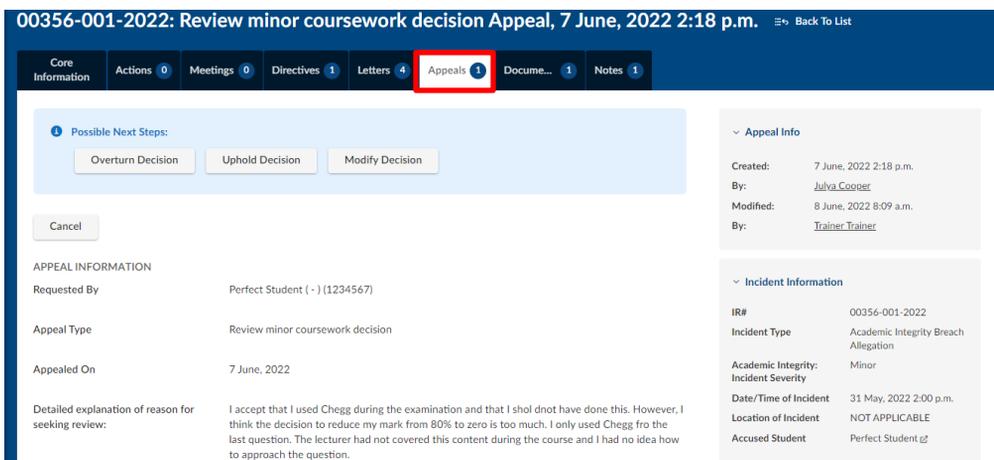
Incident #: 00167-001-2022
Student ID: 987654
Email: julya.cooper@auckland.ac.nz
Full Name: Julia Cooper

Ngā mihi and kind regards



The person assigned to the case will be notified of the review request via email.

2 Review the request summary in the Appeals tab



00356-001-2022: Review minor coursework decision Appeal, 7 June, 2022 2:18 p.m. [Back To List](#)

Core Information | Actions 0 | Meetings 0 | Directives 1 | Letters 4 | **Appeals 1** | Docume... 1 | Notes 1

Possible Next Steps:

Overturn Decision | Uphold Decision | Modify Decision

Cancel

APPEAL INFORMATION

Requested By: Perfect Student (-) (1234567)

Appeal Type: Review minor coursework decision

Appealed On: 7 June, 2022

Detailed explanation of reason for seeking review: I accept that I used Chegg during the examination and that I shol dnot have done this. However, I think the decision to reduce my mark from 80% to zero is too much. I only used Chegg for the last question. The lecturer had not covered this content during the course and I had no idea how to approach the question.

Appeal Info

Created: 7 June, 2022 2:18 p.m.
By: Julia Cooper
Modified: 8 June, 2022 8:09 a.m.
By: Trainer.Trainer

Incident Information

IR#: 00356-001-2022
Incident Type: Academic Integrity Breach Allegation
Academic Integrity Incident Severity: Minor
Date/Time of Incident: 31 May, 2022 2:00 p.m.
Location of Incident: NOT APPLICABLE
Accused Student: Perfect Student (-)

Click on the **Appeals** tab to review the student's submission

Manage review requests for major or Category 2 academic misconduct

3 Create an Incident Action to monitor progress of review

The screenshot shows the 'Incident Report 00354-001-2022: [new incident action]' interface. The 'Actions' tab is selected and highlighted with a red box. Below the navigation tabs, the 'Save' button is highlighted with a red box. The 'Action Type' dropdown menu is set to 'AI: Manage review request (major, category 2)' and is highlighted with a red box. The 'Checklist Items' section shows a list of 12 steps for managing a review request, with the 'AI: Manage review request (major, category 2)' template selected. The 'Deadline Date' field is set to '2022-06-23' and is highlighted with a red box.

Go to the **Actions** tab and **Add New Incident Action**.

Select **Action Type** of "AI: Manage review request (major or category 2)", and Checklist template of "AI: Manage review request (major or category 2)". Enter **Deadline Date** and put your name in the **Assigned To Staff** field. Hit **Save**.

4 Generate a hearing packet

The screenshot shows the 'Other Actions' dropdown menu. The 'Create Hearing Packet' option is highlighted with a red box. Below the menu, the 'Academic misconduct hearing packet: without documents' option is highlighted with a red box. The 'Academic misconduct hearing packet: with documents' option is also visible.

Go to the **Core Information** tab. Under **Other Actions** select **Create Hearing Packet**.

Select "Auckland academic misconduct hearing packet: without documents".

Once the document has generated, open it and save it securely.

You need to select the hearing packet **without documents** to exclude the hearing packet previously generated and uploaded for the Discipline Committee hearing.

Manage review requests for major or Category 2 academic misconduct

5 Generate a student incident history report

ADVOCATE Search

Home Calendar Appointments Announcements **Students** Incident Reports

Current Reports Archived Reports Draft Reports Legacy Reports Directives

Students

Student List Tracked Students Advanced Search

Keywords: 1234567 Begins With: [v]

Apply Search Clear Save Defaults More Filters

Batch Options Items 1-1 of 1 (1 item selected) Showing 20

Actions	Last Name	First Name	Preferred First Name	Student/Employee ID	Email	Phone	Faculty or Institute	Campus Affiliation	Tracking
<input checked="" type="checkbox"/>	Student	Perfect	Wonderful	1234567	vic.allison.perfect@gmail.com	021135678	Faculty of Arts		

Items 1-1 of 1 Showing 20

Batch Options Items 1-1 of 1

Send Email >

Create Case History >

Save As Excel >

< Back

Auckland Incident Case Summary

Go to the **Student** tab and search for the student by name or ID. Select the student, then under **Batch Options** choose **Create Case History** then "Auckland Incident Case Summary".

You will be automatically redirected to the PDF queue, and it may take up to 15 minutes for the case history to be generated.

Once the document has generated, open it and save it securely.

PDF Queue

Case Name Status Created By Created At

Case Name	Status	Created By	Created At
Auckland Incident Case Summary	Pending	System	2022-01-11 10:00:00

6 Save and upload documents to document tab

+ Add New Document

Upload Documents

Document Title * Incident Report - 00354-001-2022 Hearing Packet.pdf

Document Type Hearing Packet

Privacy Type Semi-Private Private

Description

Classification Attachment Decision Letter Emails Meeting Notes Police Report Sanction Information Submitted Support Documentation

Status Draft Final

Save Delete Cancel Done

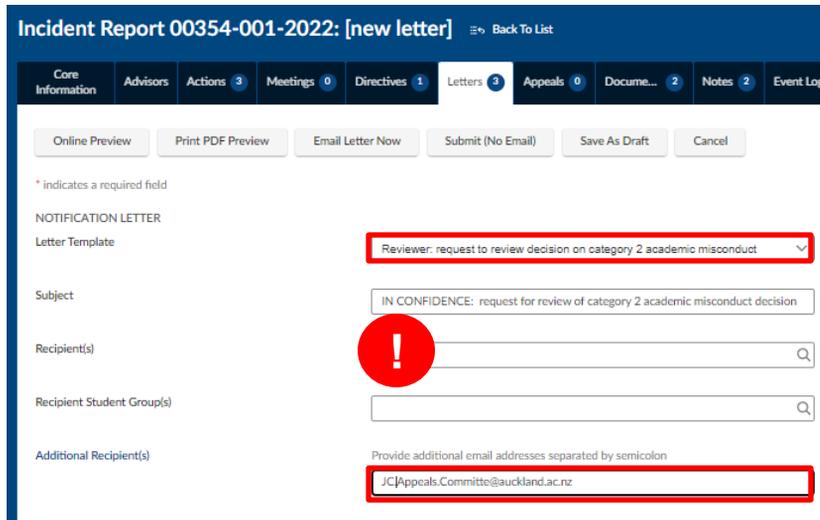
Go to the **Documents** tab and select **Add New Document**.

Upload or drag in the hearing packet and select **Edit Details**.

Select document type of '**Hearing Packet**'
Mark as an **Attachment**, and then **Final**. Select **Save** and **Done**.

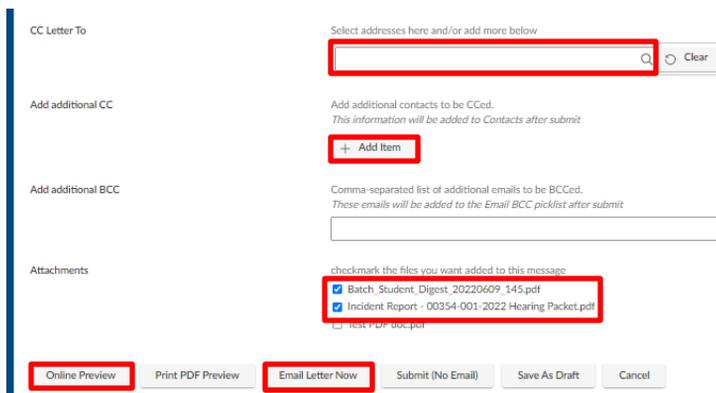
Repeat these steps for the Student incident history (select document type of '**Student History**').

7 Notify the Appeals Committee of the review request



Go to the **Letters** tab and select **Create New Letter**. Select the **Email Template** called *Reviewer: request to review decision on category 2 (or major) academic misconduct*.

Important: Remove the student from the recipient list. Add the appeals committee contact to the **Additional recipient(s)** field. Update letter text as required.



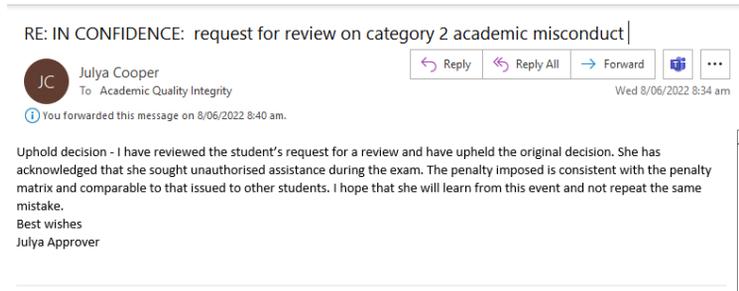
Use the **CC letter to** or **Add additional CC** field(s) to cc any staff who need to be informed (e.g. the Course Director, Academic Head, Associate Dean/Dean and/or AIA).

Check the box to add the hearing packet, the case history report and any other documents as an **Attachment**. Use **Online Preview** to verify the request includes all required information, and then **Email Letter Now**.

The **review request hearing packet** does not include all documents. If you want to send additional documents (e.g. a transcript) you will need to add them to the email as separate attachments.

Tip

8 Monitor emails for review decision



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

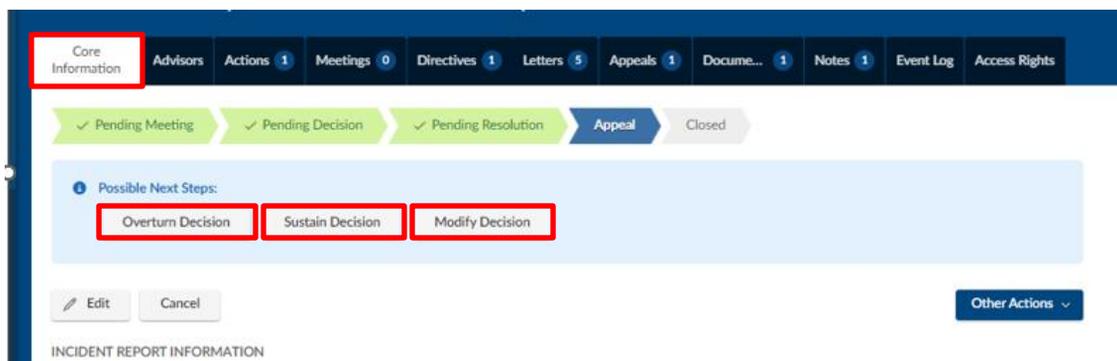
If the **Incident Action deadline** has passed and you have not had a response, contact the reviewer and request an update.

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.

9 Capture reviewer's decision



Go to the **Core Information** tab, and select the Outcome (Overtum, Sustain (Uphold) or Modify). For Sustain, go to 10a. For Overtum go to 10b. For Modify go to 10c.

10a Review decision: Sustain

APPEAL DECISION

Appeal Decision Date

2022-06-08

Appeal Decision Summary

The reviewer (Julya Approver) states:
Uphold decision - I have reviewed the student's request for a review and have upheld the original decision. She has acknowledged that she sought unauthorised assistance during the exam. The penalty imposed is consistent with the penalty matrix and comparable to that issued to other students. I hope that she will learn from this event and not repeat the same mistake.

On the **Appeals** tab, scroll down to the **Appeal Decision** section.

Update the decision date and Appeal decision summary sections to match the reviewers comments (see Notes tab for content). Once finished, select **Save**.

10b Review decision: Overturn

DIRECTIVE #1

Directive

Minor Academic Misconduct/A reduction in your mark

Directive Detail

Mark reduced by 50%.

Start Date

Applicable on Conduct Cases Only

Deadline

Completed

Yes

No

Hold

Deadline Missed

Yes

No

Allegations

select

Clear

Academic Integrity/Plagiarism

Academic Integrity/Using unauthorised materials or resources

Responsible For

select

Clear

Not Responsible for

select

Clear

On the **Appeals** tab, scroll down to the **Appeal Decision** section.

Update the **Decision Date** and **Appeal Decision Summary** to match the reviewer's comments.

Remove the **Allegations** from the **Responsible For** field, and **Delete** the **Directives**. Once finished, select **Save**.

10c Review decision: Modify

Allegations

[Academic Integrity/Plagiarism](#)

Responsible For

[Academic Integrity/Plagiarism](#)

Not Responsible for

Interim Directives

Directives

DIRECTIVE #1

Directive

Directive Detail

You will receive a mark of 50% on this assignment, rather than a grade of zero as originally determined.

On the **Appeals** tab, scroll down to the **Appeal Decision** section.

Update the **Decision Date** and **Appeal Decision Summary** to match the reviewer's comments.

Make any required updates to the **Allegations** and **Directives**. Hit **Save**.

11 Update severity field (if required)

Academic Integrity: Incident Severity

Case Summary

Poor Academic Practice

Minor

Major

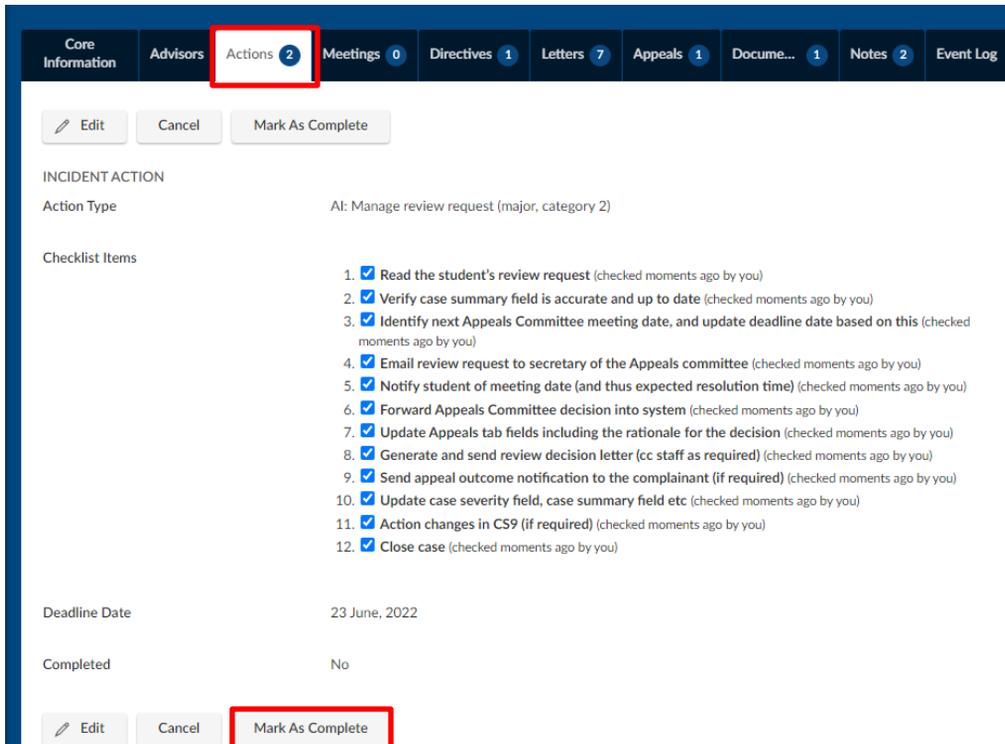
Category 1

✓ Category 2

Unsubstantiated

If the decision has changed the case severity (e.g. a change from Major to Minor, or from Category 2 to Unsubstantiated) update the **Incident Severity** field on the **Core Information** tab

12 Complete all incident close activities, and close case



Core Information | **Actions 2** | Meetings 0 | Directives 1 | Letters 7 | Appeals 1 | Docume... 1 | Notes 2 | Event Log

Edit | Cancel | Mark As Complete

INCIDENT ACTION

Action Type AI: Manage review request (major, category 2)

Checklist Items

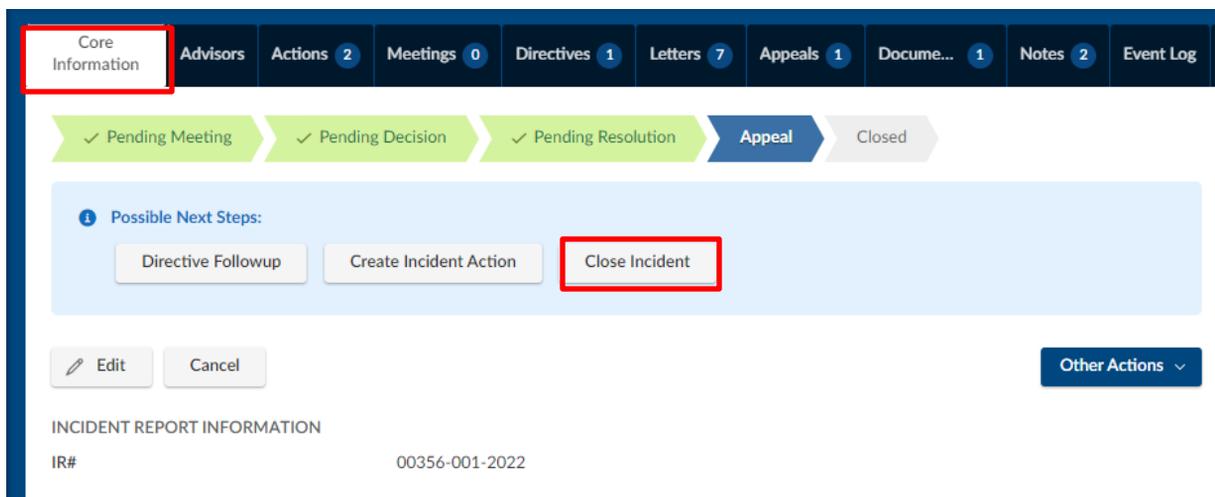
- Read the student's review request (checked moments ago by you)
- Verify case summary field is accurate and up to date (checked moments ago by you)
- Identify next Appeals Committee meeting date, and update deadline date based on this (checked moments ago by you)
- Email review request to secretary of the Appeals committee (checked moments ago by you)
- Notify student of meeting date (and thus expected resolution time) (checked moments ago by you)
- Forward Appeals Committee decision into system (checked moments ago by you)
- Update Appeals tab fields including the rationale for the decision (checked moments ago by you)
- Generate and send review decision letter (cc staff as required) (checked moments ago by you)
- Send appeal outcome notification to the complainant (if required) (checked moments ago by you)
- Update case severity field, case summary field etc (checked moments ago by you)
- Action changes in CS9 (if required) (checked moments ago by you)
- Close case (checked moments ago by you)

Deadline Date 23 June, 2022

Completed No

Edit | Cancel | **Mark As Complete**

Go to the **Incident Actions** tab and review the *AI: Manage review request (major or category 2)* action. Confirm that all action items are complete.



Core Information | **Advisors** | Actions 2 | Meetings 0 | Directives 1 | Letters 7 | Appeals 1 | Docume... 1 | Notes 2 | Event Log

✓ Pending Meeting → ✓ Pending Decision → ✓ Pending Resolution → **Appeal** → Closed

Possible Next Steps:

Directive Followup | Create Incident Action | **Close Incident**

Edit | Cancel | Other Actions ▾

INCIDENT REPORT INFORMATION

IR# 00356-001-2022

Once all incident actions are complete, go to the **Core Information** tab, and **Close Incident**.