

Academic misconduct cases are managed in a system called Symplicity Advocate. This Quick Reference Guide describes the steps you need to follow when asked to approve escalation of a **major** misconduct case to the Discipline Committee.

1 Receive an approval request email

IN CONFIDENCE: request to approve escalation of major academic misconduct case



academicqualityintegrity@auckland.ac.nz
To: Julia Cooper

Reply Reply All Forward

Thu 2/06/2022 1:20 pm

You replied to this message on 2/06/2022 1:20 pm.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

We have investigated allegation(s) of academic misconduct made against Perfect Student (1234567). Based on the advice of the Course Director and/or Academic Integrity Advisor, we believe Perfect's misconduct should be categorised as **major**.

Key aspects of the case are summarised below. If you would like to look deeper into the case or the student's past history, please click on this link: <https://uoa-test-advocate.symplicity.com/incident/00354-001-2022>

If you approve the request to escalate, please reply to this email stating 'Approved'. We will then ask the Academic Head (Julia Cooper) to provide their approval before we escalate the case to the Discipline Committee.

If you believe that the case should instead be managed as minor misconduct, please reply stating 'Declined' and providing any additional advice on how you would like us to proceed.

Summary of findings

Case ID:

- 00354-001-2022

Student profile:

- Perfect Student
- 1234567
- Bachelor of Arts

You will receive an approval request email from the Academic Quality Office. The email will include:

- A brief summary of the case
- A hyperlink to the case

Review the case summary within the email. If there is sufficient detail in the body of the email to make a decision, reply to the email with either Approved or Declined.

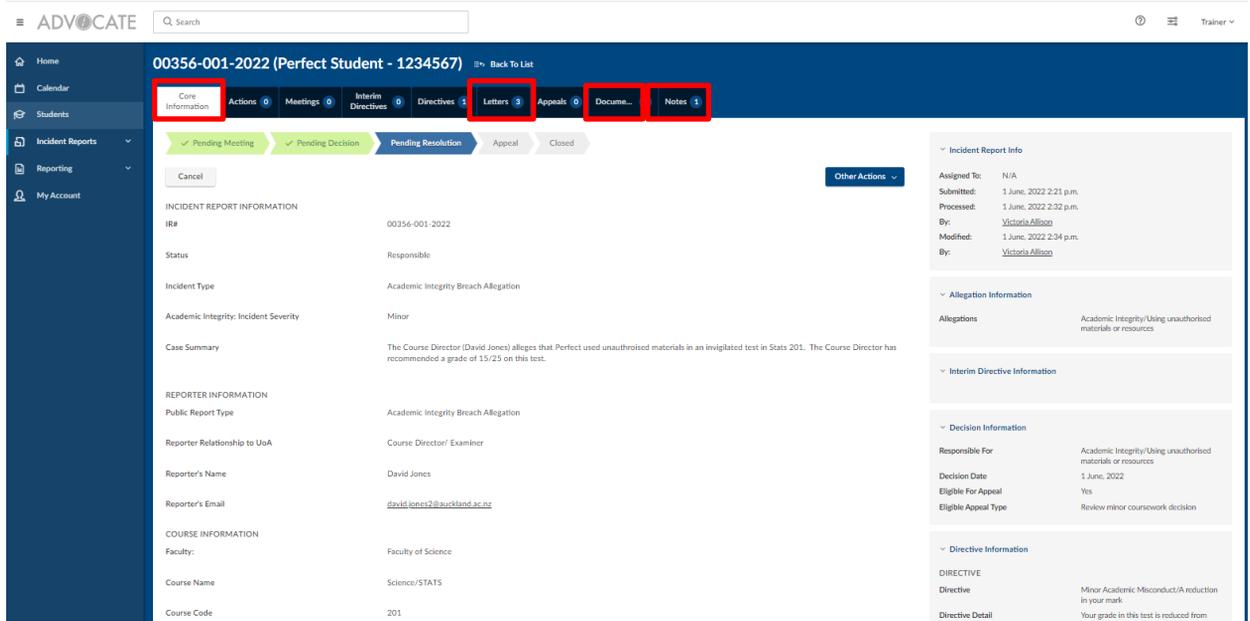
If declined, provide a summary of why you have declined, and what you would like the administrator to do next.

If you need to assess the case in more detail, click on the **hyperlink**.

Tip

Escalations to the Discipline Committee require approval by the Academic Head, Associate Dean (or for Doctoral students, Dean of SGS), and then the Provost. These approvals are managed sequentially, with the Academic Head required to approve first.

2 Review detailed case information



The screenshot shows the ADVOCATE system interface. The top navigation bar includes tabs for 'Core Information', 'Actions', 'Meetings', 'Interim Directives', 'Directives', 'Letters', 'Appeals', 'Documents', and 'Notes'. The main content area displays case details for '00356-001-2022 (Perfect Student - 1234567)'. The 'Incident Report Information' section includes fields for IR# (00356-001-2022), Status, Incident Type (Academic Integrity Breach Allegation), Academic Integrity: Incident Severity (Minor), and Case Summary. The 'Reporter Information' section includes Public Report Type, Reporter Relationship to UoA, Reporter's Name (David Jones), and Reporter's Email (david.jones@auckland.ac.nz). The 'Course Information' section includes Faculty (Faculty of Science), Course Name (Science/STATS), and Course Code (201). The 'Decision Information' section includes Responsible For, Decision Date (1 June 2022), Eligible For Appeal (Yes), and Eligible Appeal Type (Review minor coursework decision). The 'Directive Information' section includes Directive (Minor Academic Misconduct/A reduction in your mark) and Directive Detail (Your grade in this test is reduced from).

If 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 emails sent to the student
- **Documents:** includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts)
- **Notes:** summary of any meetings held with the student, or emails from the student in response to allegations

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**.

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
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.

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 **IR #**.

Student Information

Full Name	Perfect Student
Username	pstu001
Student ID	1234567
Email	vic.allison+perfect@gmail.com
Phone	021135678
Birthdate	10 May, 1999
Age	23
Incidents	21

Incident Reports Sanctions Interim Directives

IR #	Type	Status	Assigned To	Last Modified	Archived
00357-001-2022	Academic Integrity Breach Allegation	Pending Resolution		15 minutes ago	No
00357-002-2022	Academic Integrity Breach Allegation	Processing		23 minutes ago	No
00356-001-2022	Academic Integrity Breach Allegation	Pending Resolution		32 minutes ago	No
00356-002-2022	Academic Integrity Breach Allegation	Processing		34 minutes ago	No
00168-002-2022	Academic Integrity Breach Allegation	Pending Meeting		2 weeks ago	No
00168-002-2022	Academic Integrity Breach Allegation	Processing		2 weeks ago	No

Having reached a decision, reply to the approval request email with either **Approved** or **Declined**. If declined, provide a summary of why you have declined, and what you would like the administrator to do next.

Tip

If you do not believe the case warrants a review by the Discipline Committee, direct the AQO to manage it as a minor case. They will then generate a draft decision letter based on the advice of the Course Director or AIA