

Griffith University Academic Integrity Management System Changes and Updates

Summary of Updates

- Convenors can now update an open investigation
- A new type of attachment can be added as evidence. These attachments are not sent to the student
- New student response types have been added
- Previous breaches are now identified when the convenor submits their decision.
- Concerns automatically close when there's no further action required.
- Email notifications have been updated

Updating an open investigation

Investigations can now be updated after the decision/s have been submitted. The 'Update' button displays on the Investigation tab of the concern, and will display until the closure letter has been sent to the student.

The screenshot shows the 'Manage Concern' page for a concern with ID 0000010496. The status is 'Pending Update', submitted on 18/01/2018, and scheduled for closure on 15/02/2018. Under 'Investigation Outcomes', the process is 0010 with the note 'No response received from the student'. Under 'Decisions', decision 0030 requires the student to seek study skills advice, with an update due on 15/02/2018. The 'Further Information' field contains 'Student states difficulty with prioritising workload needs.' A red box highlights the 'Update' button at the bottom right of the 'Decisions' section.

The screenshot shows the 'Concern Details' page for a concern raised by Prof. Ruth McPhail on 06/02/2018. The concern is identified through text matching software. The 'Type of Concern' is 0010, 'Referencing eg. Failing to indicate a quote, but citing source or inadequate paraphrasing assignment, no in-text citation but source is cited in reference list'. The 'Evidence' section has one attached file. The 'Internal Evidence' section is highlighted with a red box and also has one attached file. A 'Submit Concern' button is at the bottom.

Internal Evidence

A new attachment area has been created for internal use. Files attached under the 'Internal Evidence' heading will be available for staff use only. Attachments added to the 'Evidence' heading will be sent to the student with the concern letter, as per the current practice.



Contact EIS Support for technical assistance

Phone: 55544

Web: <https://intranet.secure.griffith.edu.au/computing/enterprise-information-systems-support>

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New Student Response Types

There are two new options to select from to indicate the students' response to the investigation. They are:

- No mitigating circumstances
- Student denied

The screenshot shows the 'Investigation Outcomes' interface. The 'Student's Responses' section has a dropdown for '*Student response type:' which is highlighted with a red box. A 'Look Up Student response type' dialog box is open, showing a search results table. The table has columns for 'Code Value' and 'Long Description'. Two entries are highlighted with red boxes: '0001 No mitigating circumstances' and '0005 Student Denied'.

Code Value	Long Description
0001	No mitigating circumstances
0005	Student Denied
0010	Heavy paid workload
0020	Multiple assessments due
0030	Physical health
0040	Living circumstances
0050	Relationship difficulties
0060	Family circumstances
9990	Other

Previous Breaches

If a decision is submitted and the student has had a prior breach, the convenor will be immediately notified and given a chance to change the decision.

The screenshot shows a 'Message' dialog box with the following text: 'Previous breaches have been found for this student. (29000,7) Please review all other breach information and confirm if a revision of the decision is required.' An 'OK' button is located at the bottom center.

The screenshot shows the 'Other Breaches' interface. A red box highlights the question 'Other breaches exist for this student. Revise decision?' with radio buttons for 'Yes' and 'No'. Below is a table of breaches with a 'View' button highlighted in red for the first entry.

Other Breaches	View All	First	1 of 1	Last		
Raised Date	Closure Date	Course	Concern Type	Seriousness	Decision Maker	View
1	13/02/2018	13/03/2018	Instrumental Ensemble	Acquiring/commissioning work	01	View

Select the View button to see the detail of the previous breach.

Select Yes to revise the initial decision or No to continue with the decision.

Closing the Concern

If the only outstanding item in the concern is the Learning Services referral, the concern will automatically close when the referral has been completed. All other outstanding items will require manual closure, as per the current practice.

Notification Updates

Notifications will be generated to prompt the decision makers to:

1. Create and send the concern letter. This notification will be sent daily until the concern letter has been sent.
2. Investigate a concern. This notification will only be sent if a concern letter has been sent and a decision hasn't been made within 14 days.
3. Send a closure letter. This notification will only be sent if a decision has been submitted and the closure letter has not been sent.

