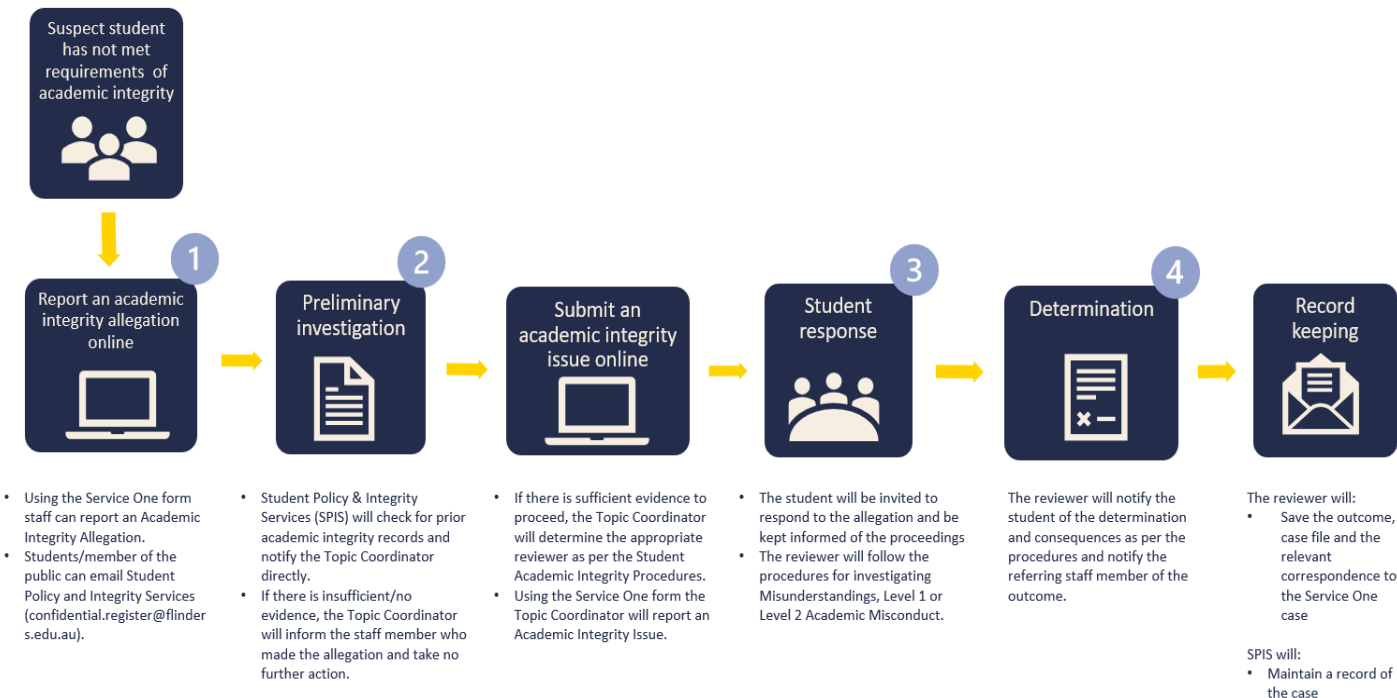# COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Academic Integrity Process Flow

The process workflow, below, shows how academic integrity allegations are handled, using the Service One form staff can report an Academic Integrity allegation.

## Handling an allegation of failure to meet academic integrity requirements

Suspect student has not met requirements of academic integrity

1 Report an academic integrity allegation online

2 Preliminary investigation

Submit an academic integrity issue online

3 Student response

4 Determination

Record keeping

- Using the Service One form staff can report an Academic Integrity Allegation.
- Students/member of the public can email Student Policy and Integrity Services (confidential.register@flinders.edu.au).

- Student Policy & Integrity Services (SPIS) will check for prior academic integrity records and notify the Topic Coordinator directly.
- If there is insufficient/no evidence, the Topic Coordinator will inform the staff member who made the allegation and take no further action.

- If there is sufficient evidence to proceed, the Topic Coordinator will determine the appropriate reviewer as per the Student Academic Integrity Procedures.
- Using the Service One form the Topic Coordinator will report an Academic Integrity Issue.

- The student will be invited to respond to the allegation and be kept informed of the proceedings
- The reviewer will follow the procedures for investigating Misunderstandings, Level 1 or Level 2 Academic Misconduct.

The reviewer will notify the student of the determination and consequences as per the procedures and notify the referring staff member of the outcome.

The reviewer will:
- Save the outcome, case file and the relevant correspondence to the Service One case

SPIS will:
- Maintain a record of the case

COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Lodging an Academic Integrity Allegation Form (Replaces Form A):

Allegations of academic integrity need to be reported by Tutors/Assessors via the Academic Integrity Allegation Form in Service One.

To locate this form in Service One, type "academic integrity" into the Search bar. Then select the **Academic Integrity Allegation Form (Tutor/Assessor).**
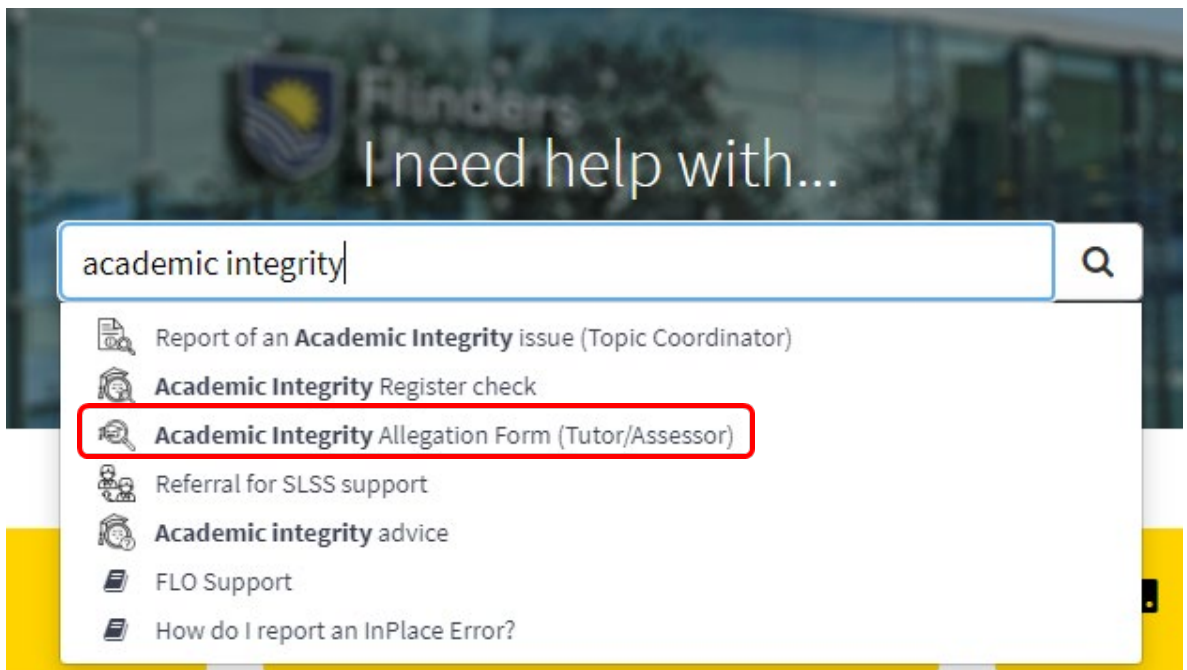
Fill out all fields on the form.

Click on the paperclip icon at the bottom of the form to **Add attachments**, including the student's assessment exercise, the Turnitin report and any other relevant supporting documents that may support the allegation.

Once done, click **Submit**.

COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Academic Integrity Allegation Form (Tutor/Assessor)

Tutors or Assessors should please use this form to report an academic integrity allegation

Tutors and assessor please use this form to lodge a student academic integrity allegation. The Topic Coordinator will be notified of the allegation and a check of the Academic Integrity Register will be conducted when you lodge this form.

Please attach supporting documentation which may include the assignment, Turnitin report, or other relevant evidence.

Student Details

* Name

* Topic cordinator

* College / Portfolio

-- None --

Assessment Details

Topic delivery mode

-- None --

Topic availability

-- None --

Assessment exercise name

Assessment exercise weighting

Assessment exercise type

-- None --

Topic Details

Topic name

Topic code

Allegation Details

* Allegation type

-- None --

* Allegation ⓘ

ⓘ Attach the student's assessment exercise, the Turnitin report and any other relevant supporting documents that may support the allegation.

Submit

📎 Add attachments

Note: The Student Policy and Integrity Services Team (SPIS) will be automatically prompted to conduct an Academic Integrity Register Check when the allegation form is lodged. SPIS will send the Topic Coordinator the outcome of the register check via email.

COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

### Preliminary Investigation by the Topic Coordinator

The Topic Coordinator will be notified via email that a My Request in Service One has been generated on their behalf. The Topic Coordinator undertakes a preliminary investigation.

If there is sufficient evidence, the Topic Coordinator will report an academic integrity issue using the Service One form Report of an Academic Integrity issue (Topic Coordinator).

If there is insufficient evidence, the Topic Coordinator will inform the staff member who made the allegation. The Topic Coordinator will use the Service One form Report of an Academic Integrity issue (Topic Coordinator) to report an outcome of No case to answer.

Report an Academic Integrity Issue Form (Replaces Form A, Form B, and Form C)

To locate the form, type "academic integrity" into the Service One Search bar. Select the *Report of an Academic Integrity issue (Topic Coordinator)* form.
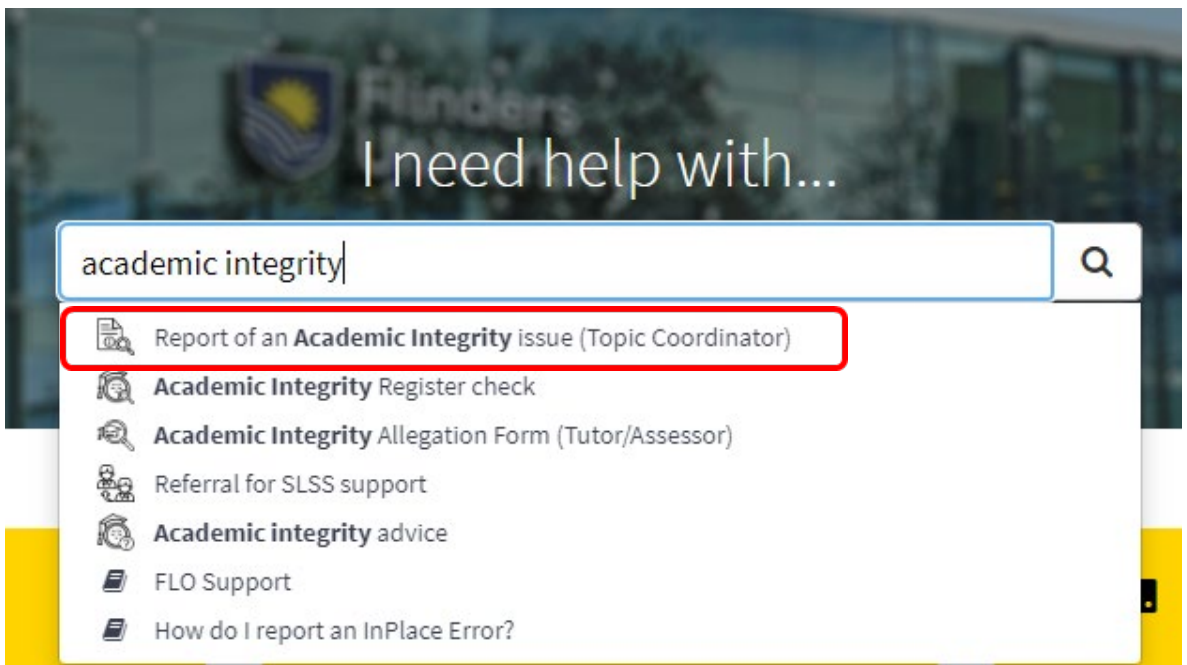
Fill out all fields within the **Student Details, Topic Details** and **Assessment Details** sections of the form.

COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Report of an Academic Integrity issue (Topic Coordinator)

Please use this form to report an academic integrity issue

Topic Coordinators can report the outcome of an investigation into an academic integrity issue using this form.

This service includes:

- reporting a Misunderstanding to the Academic Integrity Register
- referring an allegation of Academic Misconduct or Serious Academic Misconduct to a College Academic Integrity Officer

Please attach supporting documentation which may include the assignment, Turnitin report, notes of meetings or other relevant evidence.

Student Details

* Name

[   ] [▼]

* College / Portfolio

[-- None --   ] [▼]

Topic Details

* Topic name

[   ]

* Topic code

[   ]

* Topic type

[-- None --   ] [▼]

Assessment Details

Topic delivery mode

[On campus   ] [▼]

Topic availability

[Semester 2   ] [▼]

Assessment exercise name

[Test   ]

Assessment exercise weighting

[25%   ]

Assessment exercise type

[Case study   ] [▼]

Once you get to the Academic Integrity Issue Details section of the form, select the applicable options to match the outcome of your preliminary assessment.

For example, if the outcome is Misunderstanding, select **Misunderstanding** from the drop-down list and then select the correct **Misunderstanding type**. You then need to provide details for why you consider the actions to be a misunderstanding of the requirements of academic integrity.

COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

If the outcome if **No case to answer**, select this as the Academic Integrity Decision. You then need to provide details for why there is no case to answer.

Academic Integrity Issue Details

*Academic Integrity Decision

Academic misconduct ▲

🔍

-- None --
Misunderstanding
Academic misconduct
Serious academic misconduct
No case to answer

*Academic Misconduct type

-- None -- ▼

ctions to be Academic Misconduct

If the outcome is either **Academic Misconduct** or **Serious Academic Misconduct,** select whichever is applicable. You will then be required to fill out additional details, including Academic Misconduct type and number of prior academic misconduct reports for the student (None, One, Two or more).

You then need to describe the actions of the student and why you consider those actions to be Academic Misconduct.

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COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Click on the paperclip icon at the bottom of the form to **_Add attachments_** and upload all supporting documents that may support the allegation and preliminary investigation.

Once done, click **_Submit_**.

On **Submit**, Service One will automatically assign the report of an academic integrity issue to the appropriate College Academic Integrity Officers for review and investigation.

Assessment Details

Topic delivery mode

-- None --

Topic availability

-- None --

Assessment exercise name

Assessment exercise weighting

Assessment exercise type

-- None --

Academic Integrity Issue Details

* Academic Integrity Decision

-- None --

Submit

🔗 Add attachments