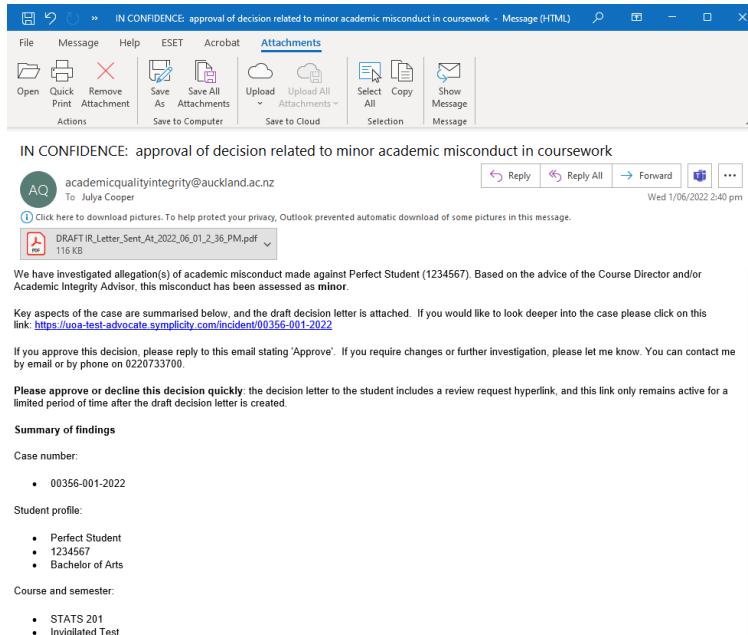


Academic misconduct cases are managed in a system called Symplicity Advocate. This Quick Reference Guide describes the steps you need to follow when you are asked to **approve** the decision on a minor misconduct case.

## 1 Receive an approval request email



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

- A brief summary of the case
- An attached **draft** decision letter
- A hyperlink to the case

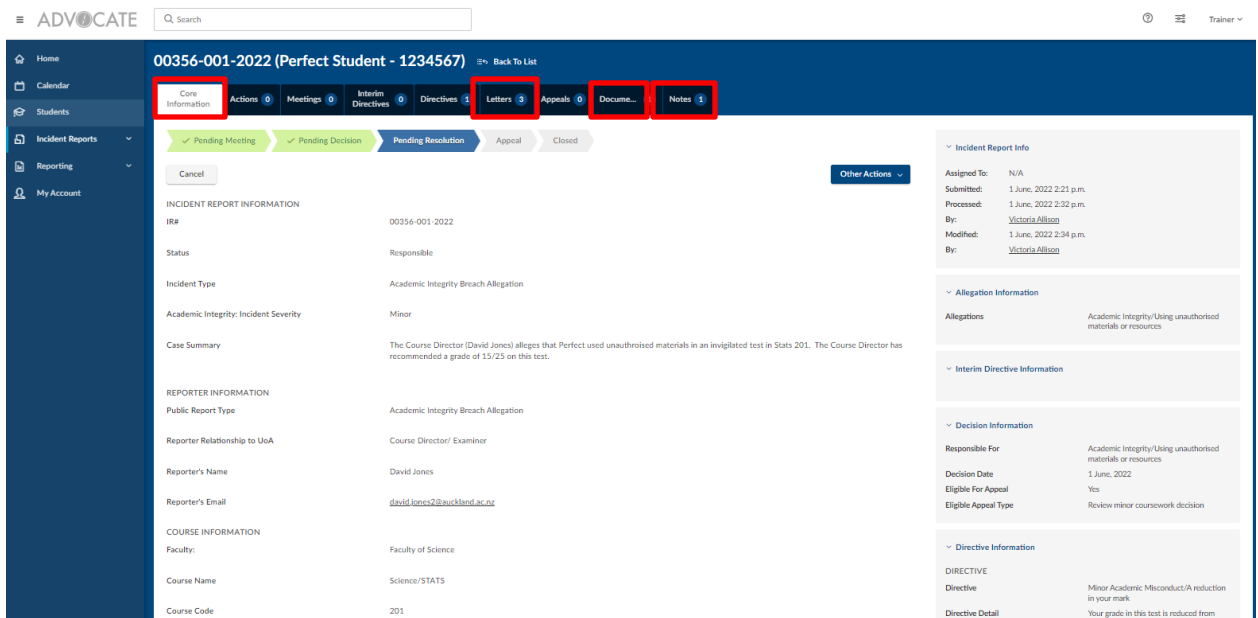
Review the case summary within the email and the attachment. If there is sufficient detail in the body of the email and the attachment to make a decision, reply to the email with either Approved or Declined

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**.

The decision letter includes a review request hyperlink that only remains active for a specified time. The time starts when the decision letter is drafted: please approve requests quickly!

## 2 Review detailed case information



The screenshot shows the ADVOCATE system interface for a case titled "00356-001-2022 (Perfect Student - 1234567)". The interface is divided into several sections:

- Navigation Menu (Left):** Home, Calendar, Students, Incident Reports, Reporting, My Account.
- Top Navigation Bar:** Home, 00356-001-2022 (Perfect Student - 1234567), Back To List. Tabs include: Core Information (highlighted), Actions (0), Meetings (0), Interim Directives (0), Directives (1), Letters (3), Appeals (0), Documents (1), Notes (1).
- Main Content Area:**
  - INCIDENT REPORT INFORMATION:** IR# 00356-001-2022, Status Responsible, Incident Type Academic Integrity Breach Allegation, Academic Integrity: Incident Severity Minor, Case Summary "The Course Director (David Jones) alleges that Perfect used unauthorised materials in an invigilated test in Stats 201. The Course Director has recommended a grade of 15/25 on this test."
  - REPORTER INFORMATION:** Public Report Type Academic Integrity Breach Allegation, Reporter Relationship to UoA Course Director/ Examiner, Reporter's Name David Jones, Reporter's Email david.jones2@auckland.ac.nz
  - COURSE INFORMATION:** Faculty Faculty of Science, Course Name Science/STATS, Course Code 201
- Right Sidebar:**
  - Incident Report Info:** Assigned To: N/A, Submitted: 1 June, 2022 2:21 p.m., Processed: 1 June, 2022 2:32 p.m., By: Victoria Allison, Modified: 1 June, 2022 2:34 p.m., By: Victoria Allison
  - Allegation Information:** Allegations Academic Integrity/Using unauthorised materials or resources
  - Interim Directive Information:**
  - Decision Information:** Responsible For Academic Integrity/Using unauthorised materials or resources, Decision Date 1 June, 2022, Eligible For Appeal Yes, Eligible Appeal Type Review minor coursework decision
  - Directive Information:** DIRECTIVE, Directive Minor Academic Misconduct/A reduction in your mark, 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 correspondence with the student and the draft decision letter. Click on the view icon (under Actions) in order to see or print the letter.
- **Documents:** includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts)
- **Notes:** summary of any meetings held with the student

## 3 Review student's past history

**Current Student Information**

Name	Perfect Student
Student ID	1234567
Preferred First Name	Wonderful
Email	<a href="mailto:vic.allison+perfect@email.com">vic.allison+perfect@email.com</a>
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.

Student Information

Full Name	Perfect Student
Username	pstu001
Student ID	1234567
Email	<a href="mailto:vic.allison+perfect@email.com">vic.allison+perfect@email.com</a>
Phone	021135678
Birthdate	10 May, 1999
Age	23
Incidents	21

Incident Reports    Sanctions    Interim Directives

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

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 #**.

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

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**.