



Meeting File

Academic Misconduct TRIM Files

Include these documents in the TRIM file:

(UWS documents)

- Primary evidence – assignment and source materials/ exam reports etc.
- Unit Outline/ Learning Guide other assignment materials/ information
- Referrals (from Exams, or previous level, or as a student appeal letter)
- Correspondence with student/s- invitations, student response to the invitation, outcome advices (includes emails);
- Information regarding organisation of meeting with the student (who attends, etc)
- Meeting notes and determination;
- Actions undertaken post meeting e.g.; communications about (if any) penalty/ies imposed, follow up on resubmissions, etc; and
- In allegations of collusion – the other assignment/s (one unaltered copy and a copy of it which has been de- identified for privacy)

And
(Student Document- Academic Misconduct)

- **Summary Record (with outcome letter attached)**

Only include
relevant
information!

Student File (By SID)

Summary Record
(with outcome
letter attached)

TRIM in Summary Record in one
file and relate 'alternatively within'
the other.

ALLEGATIONS OF STUDENT ACADEMIC MISCONDUCT

Guidelines for Recording Documentation in TRIM

TRIMming of all relevant documentation, including a 'Summary Record' of outcomes is essential, as required by the Misconduct – Student Academic Misconduct Policy. These guidelines are for those officers responsible for recording academic misconduct matters from the point that an 'allegation' arises. In general, the recordkeeping should be comprehensive, but secured for confidentiality.

Officers Responsible/Access Restrictions:

To maximise confidentiality, but facilitate access to those who 'need to know,' access to, and responsibility for, misconduct documentation in TRIM will be restricted to responsible officers as follows:

Unit Coordinator meetings: Unit Coordinator (who is conducting the meeting), School Manager * and Dean.

Dean's meetings: Dean* and School Manager*.

Student Academic Misconduct Committee (SAMC) meetings: Committees Officers in the Secretariat and Associate Director, Secretariat.

Senate Academic Appeals and Integrity Committee (SAAIC) meetings: Executive Officers in the Secretariat and Associate Director, Secretariat.

Summary Record access is restricted to all Deans*, all School Managers*, Committees Officers and Executive Officers in the Secretariat, the Associate Director, Secretariat and Unit Coordinators.

*- Nominees must be formally advised to RAMS.

Process:

Step 1. Create a meeting file for each meeting at a particular school (either Dean or Unit Coordinator), SAMC or SAAIC meeting, as follows:

- a) Use file type: 'Academic Misconduct';
 - b) Title the file as: 'STUDENT MANAGEMENT- Misconduct (Academic) – [process stage e.g.: U/Co (by Unit 'number'), Dean (by School) , SAMC etc...)] – [Date of meeting] – [SID and name]'
- E.g.s:
1. 'STUDENT MANAGEMENT- Misconduct (Academic) – Unit Coordinator – Unit 999999 – 1 January 2049– SID 99999999 - Tim Green'
 2. 'STUDENT MANAGEMENT- Misconduct (Academic) – Dean - School of XXXXXXXX– 20 January 2049– SID 99999999 - Tim Green'; and
- c) Restrict access to the file to those responsible for TRIMming the document (as above).

Step 2. TRIM into the meeting file all documentation relevant to an allegation/ appeal of academic misconduct made against a student (except for the Summary Record- see Step 3).

- a) Use document type 'UWS document'
- b) Use the following naming convention:[Student ID]-[Student name]-[description of document]

***** TRIM emails to students regarding academic misconduct this way. DO NOT TRIM them by including TRIM in any of the email address fields*****

Documents to be TRIMmed this way would include: all 'evidence' relating to the allegation (assignments /exams, source material provided etc), unit outline, learning guide, marking and assignment criteria, relevant correspondence between staff, letters and emails advising student of meeting arrangements and outcomes, meeting notes/minutes, referrals, actioning of any imposed penalty, advice to relevant school officers, and, when relevant, agenda, and ratification.

*Note: In cases where an investigation is taking place and an allegation of a different type of academic misconduct, or of the same type of misconduct **in a different unit**, arises for a student, create a **separate file for each instance of misconduct**. In cases where allegations of the same type of misconduct arise concurrently record them together.*

Step 3. After the meeting, create a Summary Record and attach a copy of the outcome advice (to the student) to it. TRIM it into the meeting file, as follows:

- a) Use document type 'Student Document – Academic Misconduct.' (NOT the UWS document type);
- b) Use the following naming convention - 'Summary Record – Academic Misconduct – [Unit] – [date of submission of assessment component] - [Student ID - Student name]'; and
- c) Restrict the document's 'view' access to the 'Misconduct – Academic (Access Group)'. You may wish to restrict 'changes' access to just yourself and School Manager.

Note:

- o *In instances where an allegation is referred to a higher level, or where a student has lodged an appeal, reduce, or request reduction, of access to any earlier, relevant, summary record before creating and TRIMming a new Summary Record.*
- o *In cases of multiple allegations of the same type brought concurrently against a student, **in the same unit**; include all instances in one file and on one 'Summary Record'.*
- o *In cases where an investigation is taking place and another allegation of a different type of academic misconduct, or of the same type of misconduct **in a different unit**, arises, create a separate 'Summary Record' for each instance of misconduct.*

Step 4. Relate the 'Summary Record' (with outcome letter attached) 'alternatively within' the student file (*Note that the 'record number' is the student's ID number*).

For instructions on relating documents, see 'Relate and view documents to numerous files' at the following URL: <http://www.uws.edu.au/rams/rams/guidelines>

Step 5. (Final step at school level if allegation is to be referred to Dean or to the Student Academic Misconduct Committee).

If referring allegation to a higher level, provide relevant information to the Officer responsible for further consideration of the allegation and TRIM the referral in the meeting file.

******For those now responsible for the referral or appeal, refer to Step 1******

Step 6. (Only relevant to TRIMming documentation for SAMC or SAAIC meetings)

When the outcome is advised to the student and the penalty is implemented, the Dean and Unit Coordinator must be advised (if affecting a student visa holder's 'condition of enrolment,' also advise ESOS Compliance Officer). TRIM the summary record, with outcome advice attached, and all other relevant documentation to the meeting file. Relate the summary record to the student file.