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## Student Records: Student Misconduct Folder (Misconduct Rule 2016)

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### Background information

The guidelines in this document support the University's Student Misconduct Rule. Access to misconduct records in TRIM is available only to staff involved with the investigation of alleged student misconduct. Access groups in TRIM are maintained by RAMS on advice from Schools etc. If membership of these groups change, RAMS must be notified.

### Misconduct (Access Group) includes:

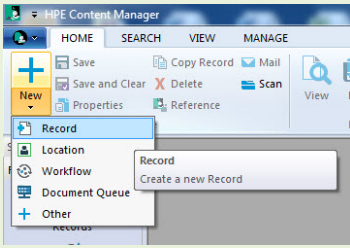
- Director, Governance Services
- Company Secretary (Entities) and Associate Director, Secretariat
- Senior Governance Officer, Governance Officer (Office of Governance Services)
- Executive Governance Officer (Right to Information)
- TRIM Administrators/RAMS Liaison Officers
- Nominated School staff

### Creating a Student Misconduct Folder

The following guidelines show how to create a Student Misconduct Folder.

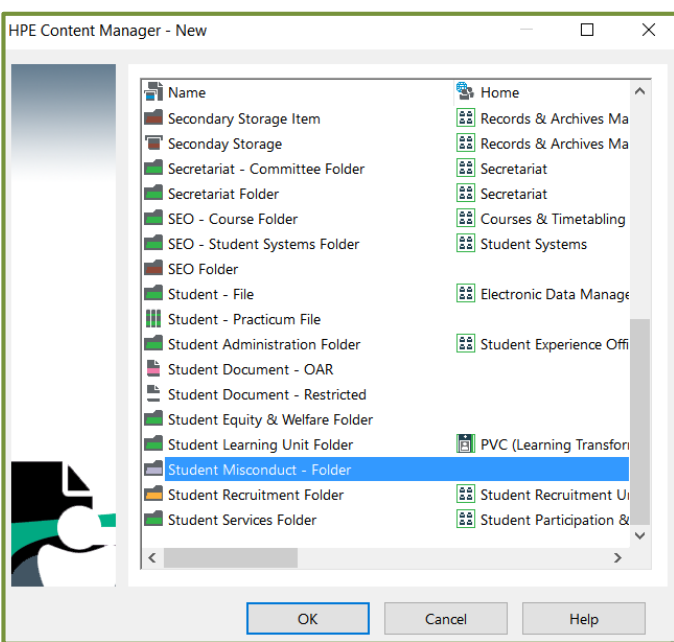
Select:

- **New >**
- **Record >**



- **Student Misconduct - Folder**

Click:  
OK

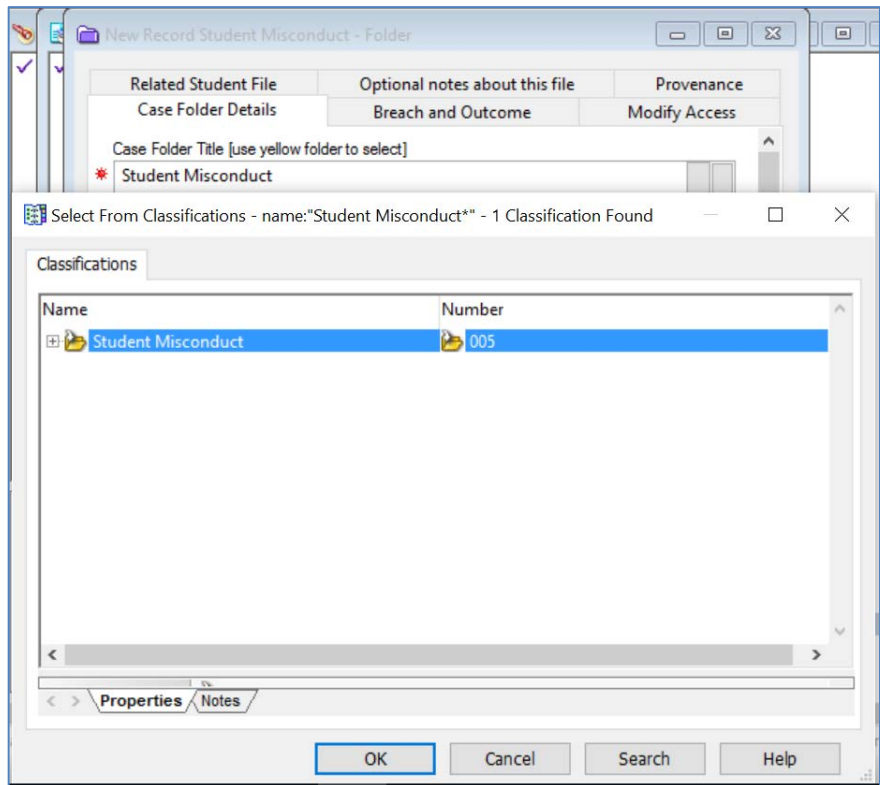


To the right of the **Classification** field

Click on the quick select button to select the title:



***Student Misconduct***



Expand/drill down using the +

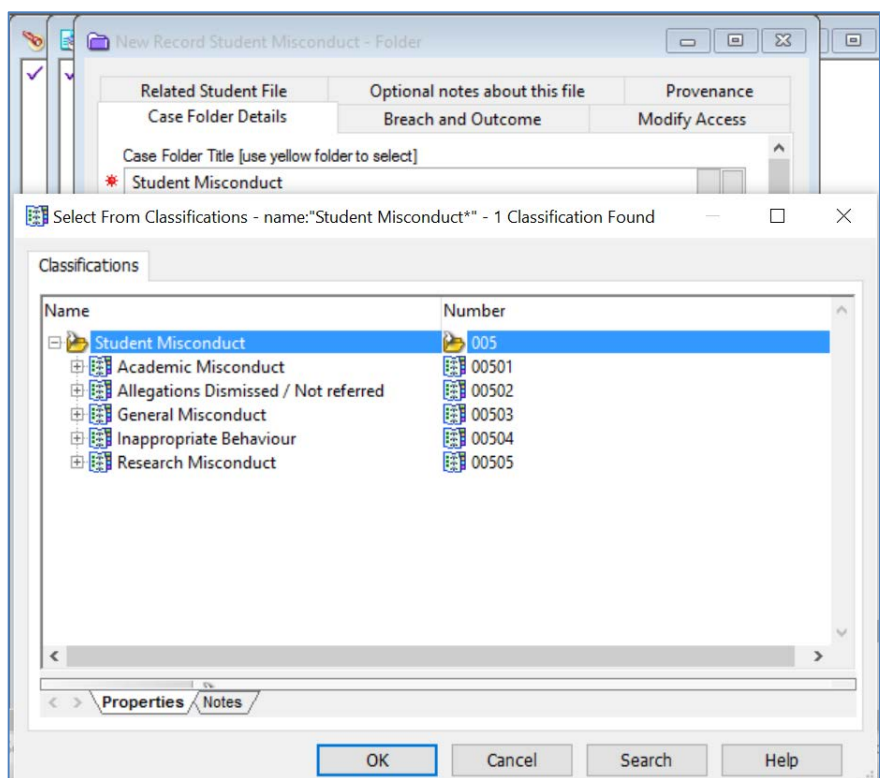
Select the ***relevant misconduct type***

- Academic Misconduct
- Allegations Dismissed / Not referred
- General Misconduct
- Inappropriate Behaviour
- Research Misconduct

Click:

**OK** to complete the

***Case Folder Title***



Complete remaining fields on the first tab.

**Student Name -  
LAST NAME, First name**

**DO NOT add any space  
or tabs after the name**

Consistency in titling allows more effective searching

**Student ID**

Creates a link to the Student File for future reference

**Contact for info -  
Staff last name, First name**

Staff member to contact for further information

**School/Office/Business Unit**

Where did the alleged misconduct occur

**Dates: (Ignore time)  
Misconduct identified  
Received by AO  
Referred to Misconduct Committee**

**Do not click OK yet**

The screenshot shows a software window with three tabs: 'Related Student File', 'Optional notes about this file', and 'Provenance'. The 'Case Folder Details' sub-tab is active, displaying the following fields:

- Case Folder Title [use yellow folder to select]: \* **Student Misconduct - Academic Misconduct**
- Student Name [LAST NAME, First name]: \* Student Test, 01
- Student ID: \* **90910559**
- Contact for info [staff surname, first name]: \* **Flynn, Sharon**
- School/Office/Business Unit: \* **Records & Archives Management Services**
- Date Misconduct Identified (ignore time): \* **31/10/2016** **1:51:50 PM**
- Received by Authorised Officer (Date): **7/10/2016**
- If referred to Misconduct Cttee (Date):
- If referred to Provost (Date):

Buttons at the bottom: OK, Cancel, Help.

**DO NOT CLICK OK**

**Proceed to Breach and Outcome Tab**

*NOTE: If you inadvertently click OK, you can return by highlighting the record just created*

*Right-click>  
Properties>*

*Then complete details for **Breach and Outcome Tab***

Complete all fields that are relevant.

Use the quick select button to reveal available options



Information captured in these fields will be used to generate reports

*HINT:* try typing the first few letters/characters into the field before clicking the quick select

*HINT:* Click the down arrow to reveal the most recently used option

**Note added to Student File (Date)**

**CLICK OK NOW TO SAVE THE STUDENT MISCONDUCT FOLDER**

You **MUST** now add a Misconduct Note to the Student File, by following guidelines below.

**NOTE: Referral to Misconduct Committee or Misconduct Appeal**

When referring the case to Office of Governance Services, send the TRIM reference number. See D07/238919 TRIM User Guide - Email a Record from TRIM

**Creating a SD - Notes (Misconduct)**

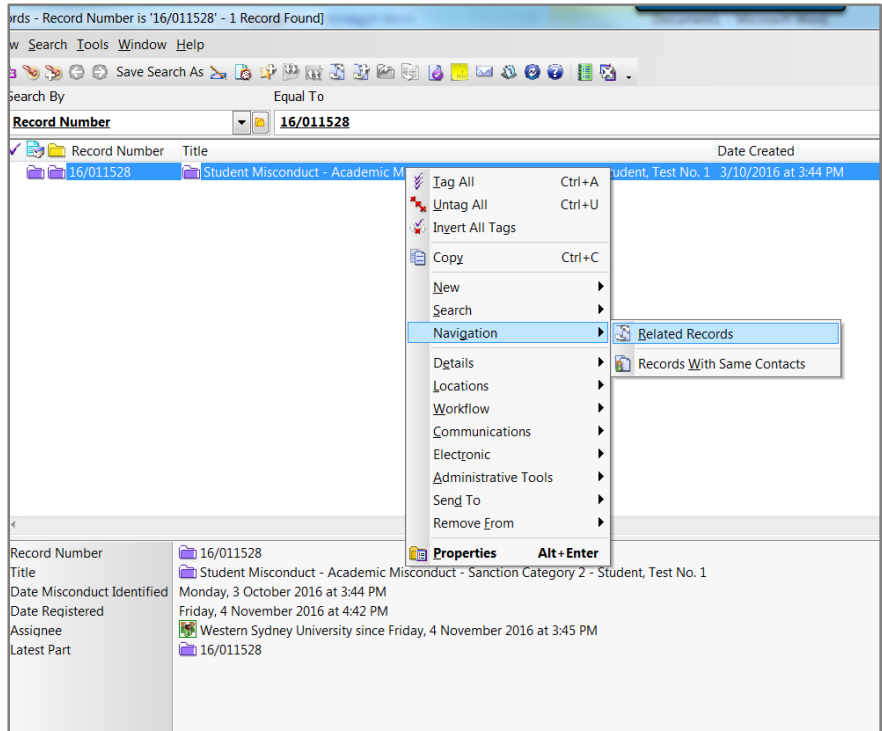
The following guidelines show how to create an SD - Notes (Misconduct) within the Student Folder

**WARNING:** This note will be visible to all who have access to the Student File in TRIM, however, will not hold any information about the matter – just a reference point to find more information if necessary. Care should be taken not to add any further detail than what is recommended in these guidelines.

**To Navigate to the Student File to Add a Misconduct note**

Select the Student Misconduct Folder (purple icon) just created.

- *Right-click>*
- *Navigation>*
- *Related Records*

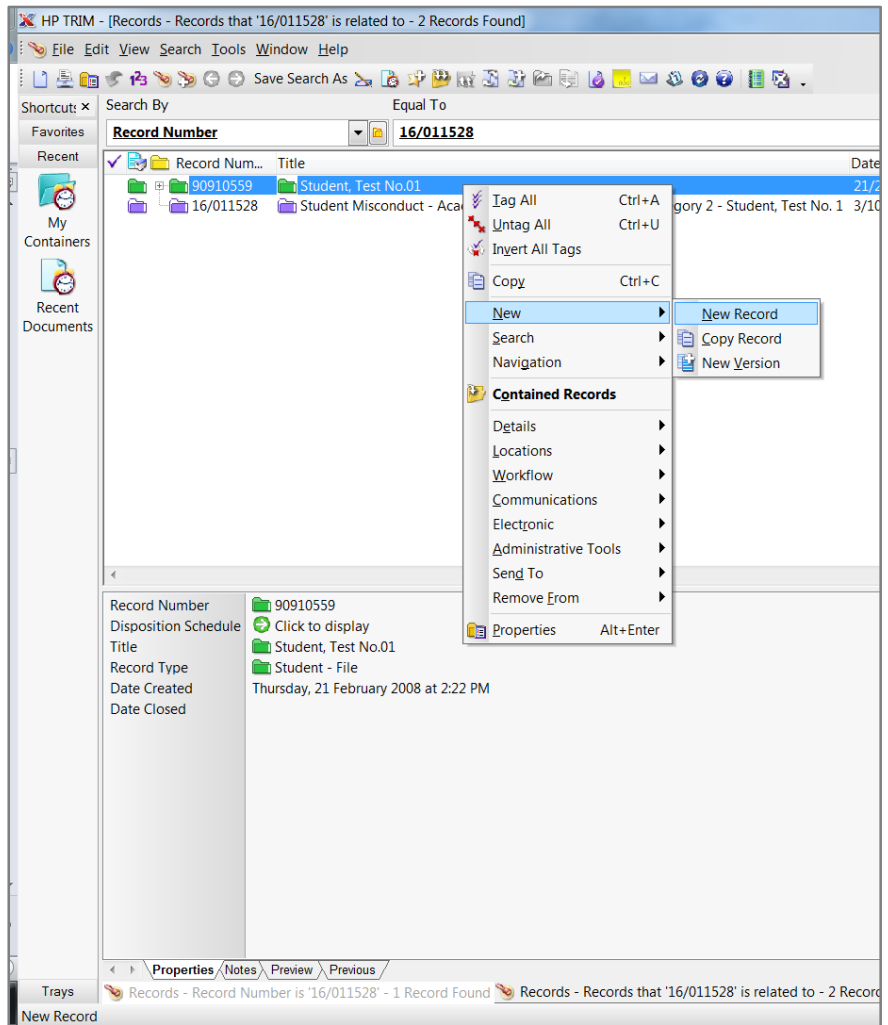


**The Student File is now listed with the Student Misconduct Folder**

You are about to add a Misconduct note to the Student File

Highlight the Student File (green icon)

- *Right-click>*
- *New>*
- *New record>*



Select

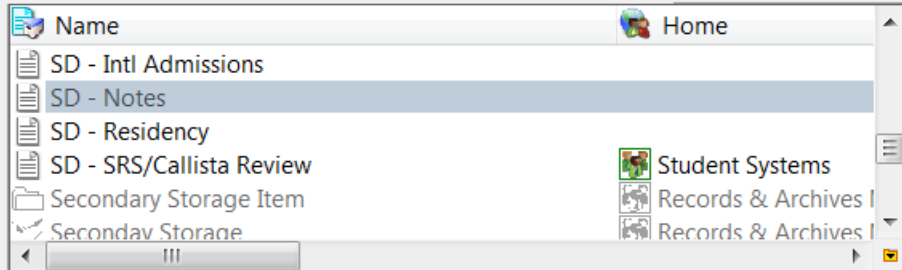
**SD - Notes**  
(Student Document - Notes)

Click OK

Create New Record

Contain new Record within Student - File: 90910559: Student, Test No.01'

Select Record Type:



OK

Cancel

Help

To the right of the **Classification** field

Click on the quick select button to select the title:



**Misconduct**

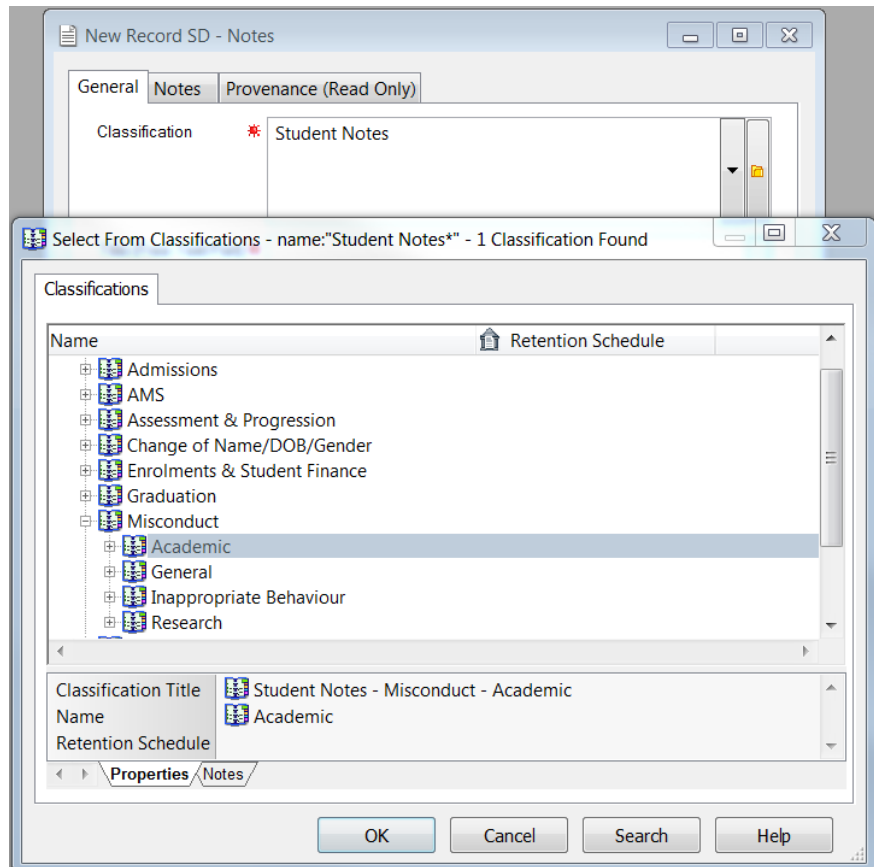
Expand/drill down using the + to select the type of Misconduct

- Academic
- General
- Inappropriate Behaviour
- Research

Click

OK

The title now appears in the **Classification** field



### Title (Free Text Part)

Add a title that indicates the School/Location the alleged misconduct occurred.

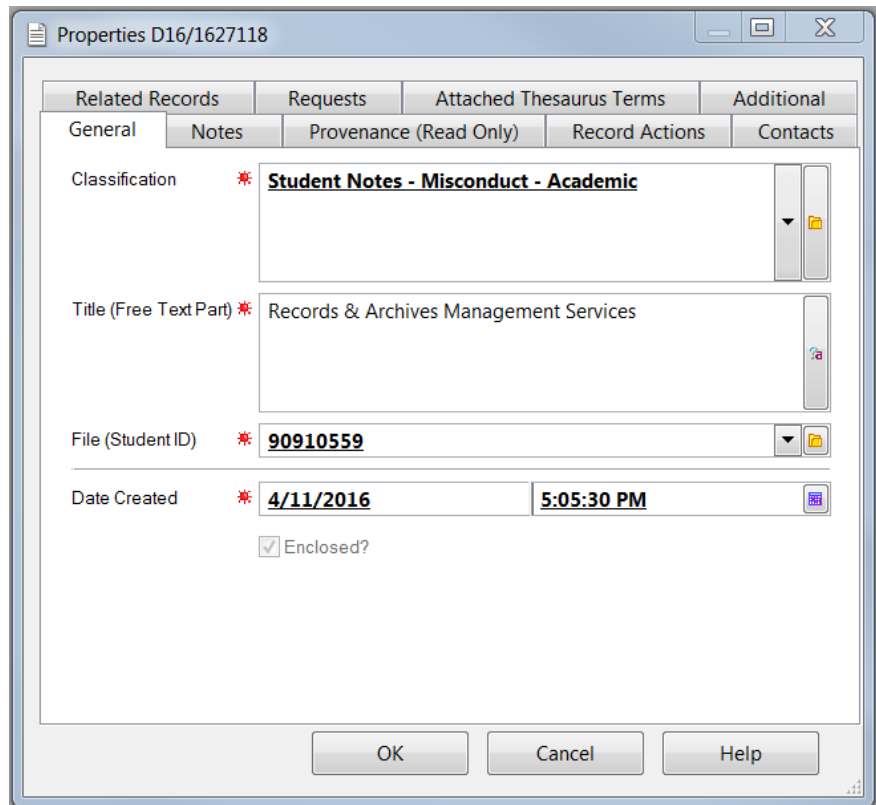
*Do not click ok yet, move to the*

### Notes tab

*If you do, you can return by highlighting the record just created*

*Right-click>  
Properties>*

*Complete details for  
Notes Tab*



**DO NOT CLICK OK YET**  
**Proceed to Notes Tab**

At the bottom right of the **Notes tab**

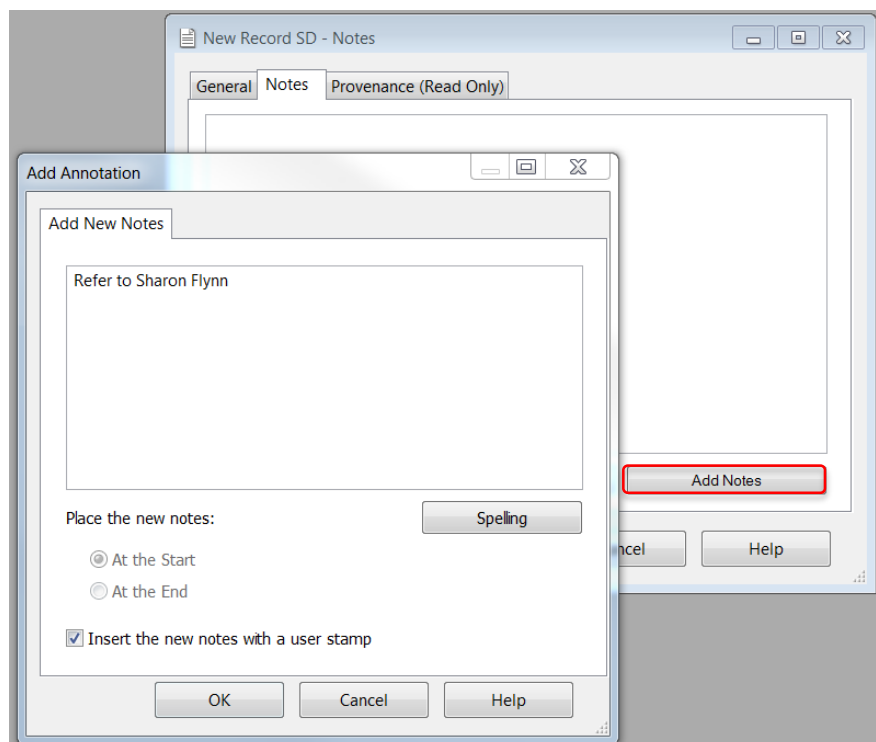
Click

**Add Notes**

*Enter a note indicating who should be contacted for further information about the matter.*

Click

OK

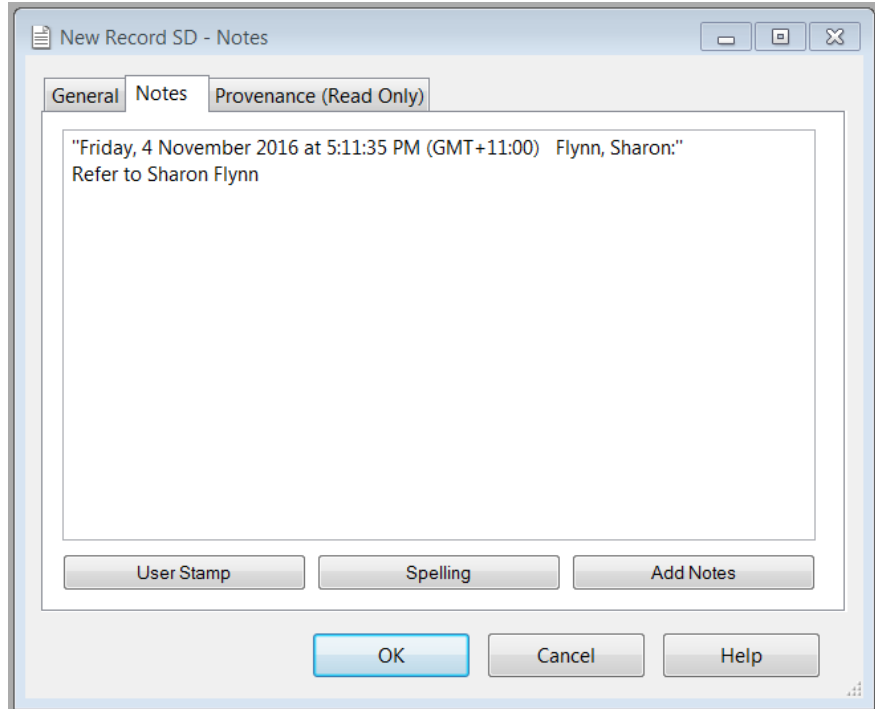


The **Notes** will appear, along with a date stamp and your name, as creator of the Notes.

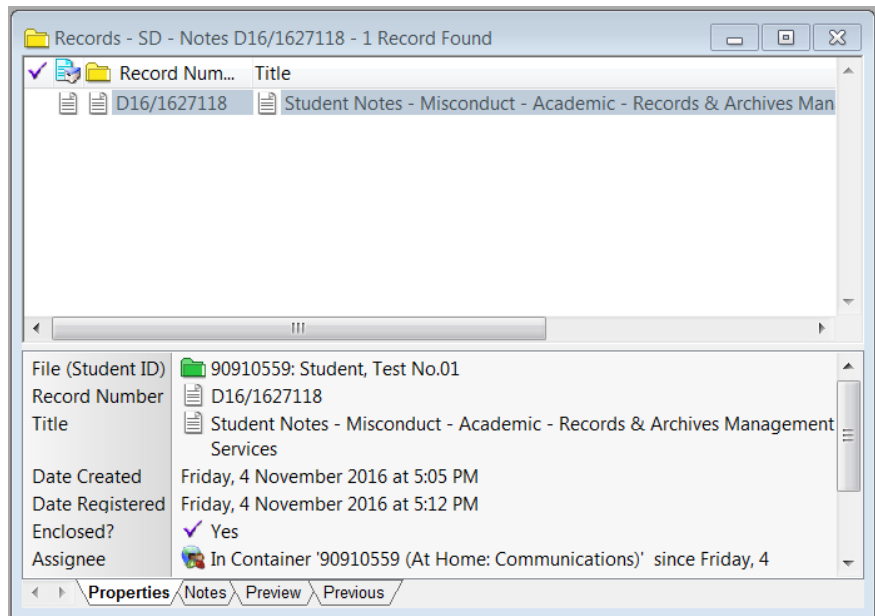
Click

OK

to save the Notes



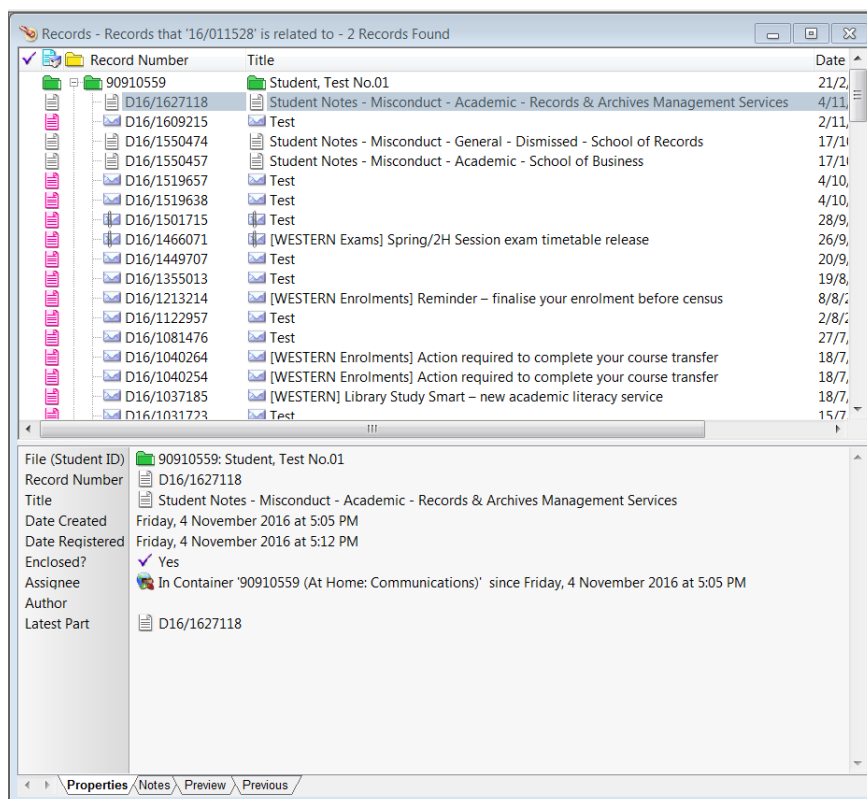
This is how the **SD - Notes** record will appear in TRIM.





To find the **Misconduct Note** in future, search for the **Student File**, then navigate to the contents.

RAMS can provide assistance to staff wishing to create a **Saved Search**, for future reference.



### What to place on a Student Misconduct Folder

Use the *University Document* record type to save relevant records to the Folder.

Include these documents in the TRIM Folder:

- 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 (at each level);
- 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)

### What to place on the Student File

Use the *SD – Notes* record type to add a Note indicating an allegation has been made, and where to find further information. **Do not** add any other detail as further information is not intended for open access.