

Note: This information sheet has been prepared by the Academic Registry and [all queries](#) relating to the entry of data into SITS should be [directed to the Academic Registry](#). The document is hosted on the Academic Affairs website until January 2024 and then it will be available on the Academic Registry website.

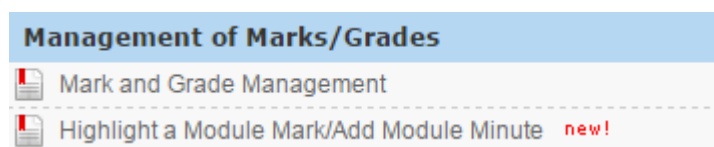
Academic Integrity Decision Recording in SITS - Required Steps

Technical Note: SMR records must be in place for the module for this option to be available.

Procedural Note: Academic Integrity Decisions should be recorded on SITS by means of the following procedure only after the decision and on the direction of one of the following:

- i) Relevant DUTL or DTLP or their designate
- ii) Senior Lecturer/Dean of Undergraduate Studies or Dean of Graduate Studies
- iii) Junior Dean

1. Assessment -> Highlight a Module Mark/Add Module Minute



2. Enter details (academic year, module code, discipline) and click Retrieve

Manage Module Notes/Minutes	
Please select a year and discipline and click retrieve.	
Academic Year	2014/15 ▼
Module	AP1010
Period	Y
Occurrence	A
Discipline	All modules in my school ▼
<input type="button" value="Retrieve"/> <input type="button" value="Clear"/>	

3. Module Availability Data displays- Click Select on preferred sort order (Surname or Student ID)

Module Availability data						
Now showing records 1 - 1 of 1						
Module code	Academic Year	Period	Occurrence	Name	Select Module (sorted by surname)	Select Module (sorted by Student ID)
AP1010	2014/15	Y	A	LAW	Select	Select
<input type="button" value="Clear"/>						

4. Student Module Result Maintenance displays; find student and click 'Add Module Minute'

Student Module Result Maintenance

This screen can be used to maintain or view your Student Module Result data

Module Selected			
Module Code:	AP1010	Module Name:	LAW
Year:	2014/15	Period:	Y
		Occurrence:	A

Student module result data							
This table contains all the Student Module Result information for your selected record(s).							
SPR Code	Surname	Forename	Route name	External Validation	Highlighted	Reason For Highlight	
14301023/1	BAILEY	CARLY	Foundation Studies - Mature Students Single Pathway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Add Module Minute

Student Module Minutes Maintenance displays;

- Select Note Type from the drop down menu e.g. (Plagiarism) Level 1

- Enter free text in the Note/Minute textbox including:

1) academic year

2) details and date of decision

3) indication of what percentage of the overall grade is associated with the assessment in which the academic integrity concern was identified

4) indication of whether instruction in relation to academic integrity was included in the relevant module

5) initials of person who approved the decision

- click Store

Student Module Minutes Maintenance


This screen can be used to maintain or view your Student Module Minutes data

Student Module Minutes data	
This table contains all the Student Module Minutes information for your selected record(s).	
SPR Code	<input type="text" value="14306632/1"/>
Academic Year	<input type="text" value="2014/15"/>
Module	<input type="text" value="AP1010"/>
Period	<input type="text" value="Y"/>
Occurrence	<input type="text" value="A"/>
Note Type	<input type="text" value="Plagiarism Level 1"/>
Note/Minute	<input type="text" value="Plagiarism Level 1
13.05.2016
SP"/>
<input type="button" value="Store"/>	

Select Note Type Name	Insert Minute (Free Text)
Level 1 Poor academic practice/conduct	Type of concern – Level 1 (dd/mm/yyyy)
Level 2 Academic misconduct (minor)	Type of concern – Level 2 (dd/mm/yyyy)
Level 3 Academic misconduct (major)	Type of concern – Level 3 (dd/mm/yyyy)
Level 4 Academic misconduct (severe)	Type of concern – Level 4 (dd/mm/yyyy)

5. Store successful message appears

Store successful SITS_STORE_SUCCESSFUL

 Your changes have been stored successfully.

Student Module Minutes Maintenance

This screen can be used to maintain or view your Student Module Minutes data

Student Module Minute			
Student ID:	14306632/1	Surname:	BARNES
Module Code: AP1010	Year: 2014/15	Period: Y	Occurrence: A

Manage Module Notes/Minutes for Student Selected

This table contains all the Student Module Minutes information for your selected record(s).
Now showing 1 of 1

SPR Code	14306632/1
Name	
Academic Year	2014/15
Module	AP1010
Period	Y
Occurrence	A
Sequence Number	1
Updated By	PRS
Updated Date	13/May/2016
Note Type	PLAG1
Note/Minute	Plagiarism Level 1 13.05.2016 SP
	Add Module Minute

Store