

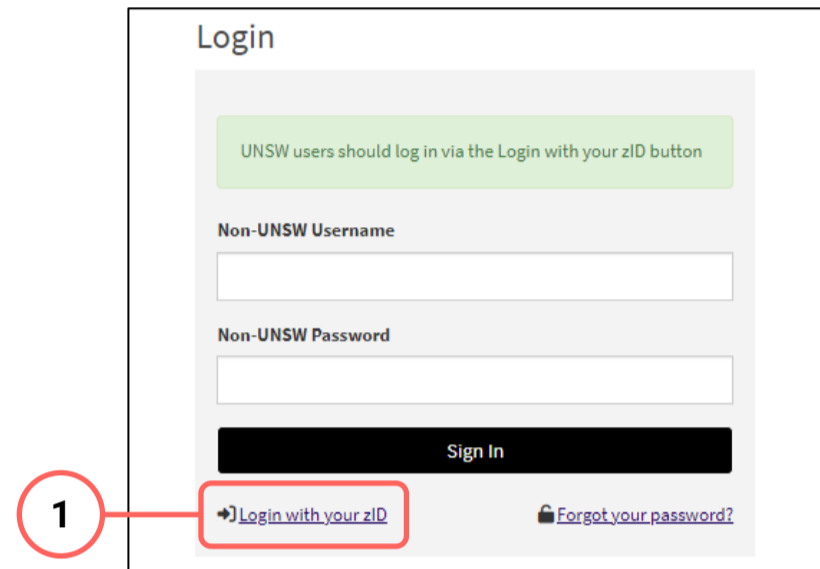
# Referring Serious Plagiarism

This guide is intended for UNSW staff and shows how to refer serious plagiarism to the Conduct & Integrity Office (CIO) via Case IQ, either as the reporter themselves or a referrer on behalf of a colleague.

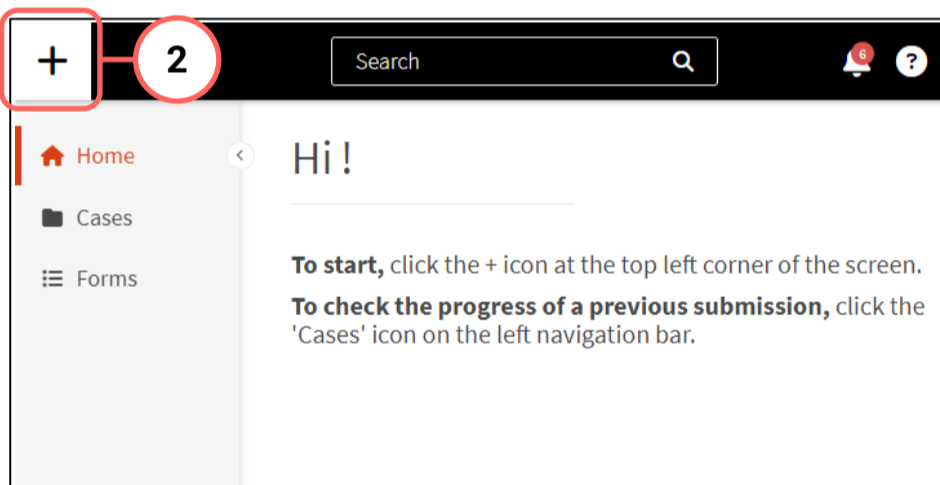
## Logging in to Case IQ

1. Navigate to [Case IQ](#) and log in using your UNSW SSO credentials (zID@ad.unsw.edu.au) by clicking on **Login with your zID**.

You will be prompted to use your Microsoft Authenticator app to confirm your login.



The screenshot shows the 'Login' page with a green banner stating 'UNSW users should log in via the Login with your zID button'. Below this are fields for 'Non-UNSW Username' and 'Non-UNSW Password', a 'Sign In' button, and a link for 'Forgot your password?'. A red circle with the number '1' highlights the 'Login with your zID' button.



The screenshot shows the Case IQ dashboard with a navigation bar on the left containing 'Home', 'Cases', and 'Forms'. A red circle with the number '2' highlights the plus sign icon in the top left corner of the dashboard.

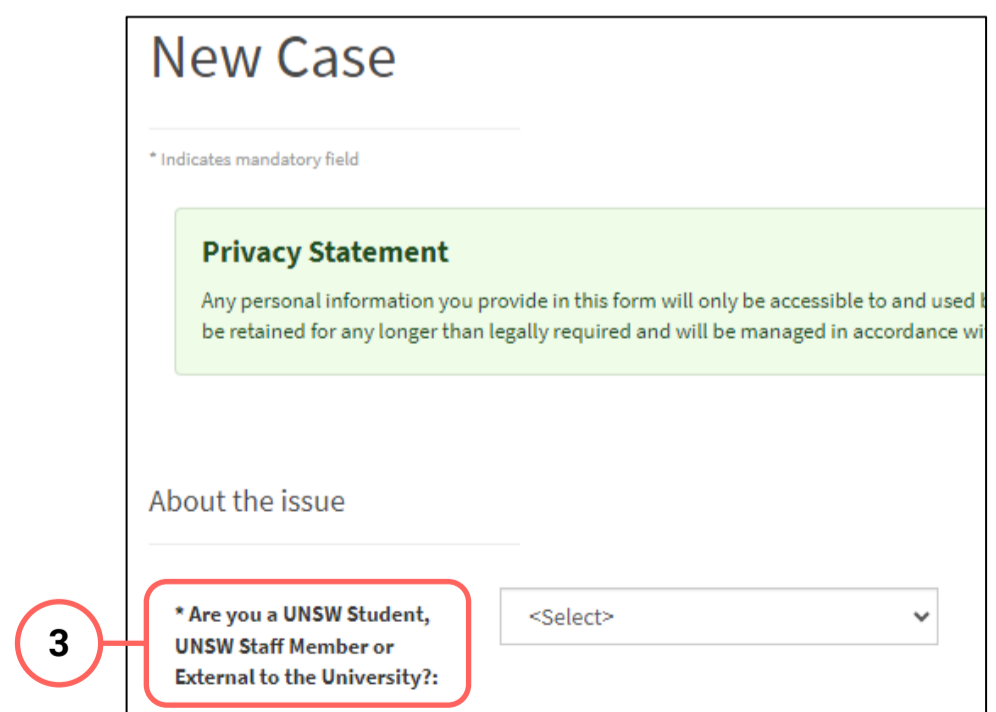
## Creating a Case

2. Create a new case by clicking on the + (plus) sign in the top left-hand corner.

## Completing the Webform

3. Select **Staff** as the response to the question about your relationship with UNSW.

This question enables the types of issues in this webform for which you can submit.



The screenshot shows the 'New Case' webform with a 'Privacy Statement' section and an 'About the issue' section. A red circle with the number '3' highlights the question '\* Are you a UNSW Student, UNSW Staff Member or External to the University?:' which has a dropdown menu next to it.

## Selecting the Plagiarism Type

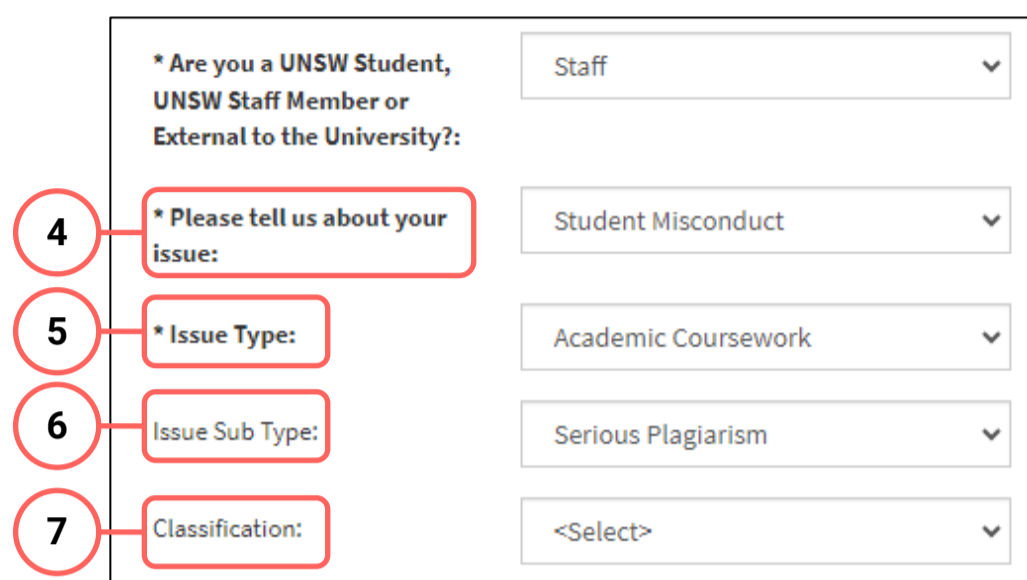
4. Select **Student Misconduct** as the issue.

The webform and its questions will adjust according to your selection.

5. Under **Type**, select **Academic Coursework**.

6. Under **Sub Type**, select **Serious Plagiarism**.

7. If applicable, further define the plagiarism by selecting a value under **Classification**.



\* Are you a UNSW Student, UNSW Staff Member or External to the University?: Staff

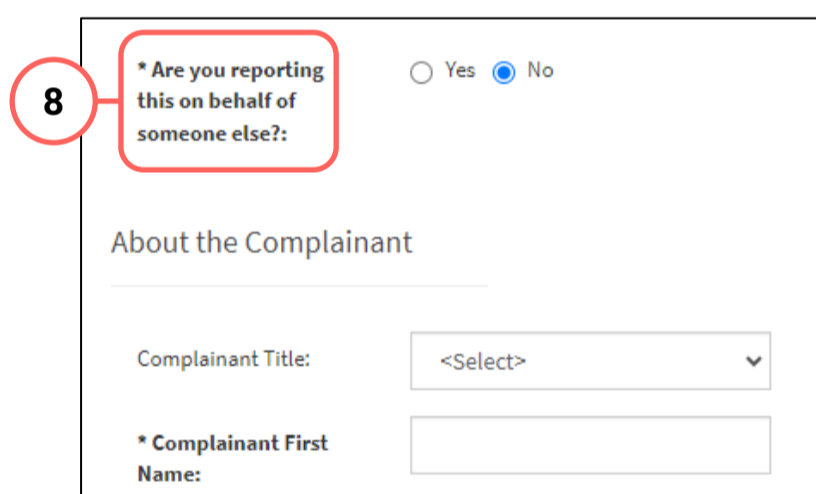
4 \* Please tell us about your issue: Student Misconduct

5 \* Issue Type: Academic Coursework

6 Issue Sub Type: Serious Plagiarism

7 Classification: <Select>

The **Sub Type** and **Classification** questions are not mandatory questions but will allow the Case Manager to provide more timely and adequate support.



8 \* Are you reporting this on behalf of someone else?:  Yes  No

About the Complainant

Complainant Title: <Select>

\* Complainant First Name:

## Submitting as a Complainant or Reporter

8. If you are submitting this case for yourself, select **No** and provide your details (complainant).

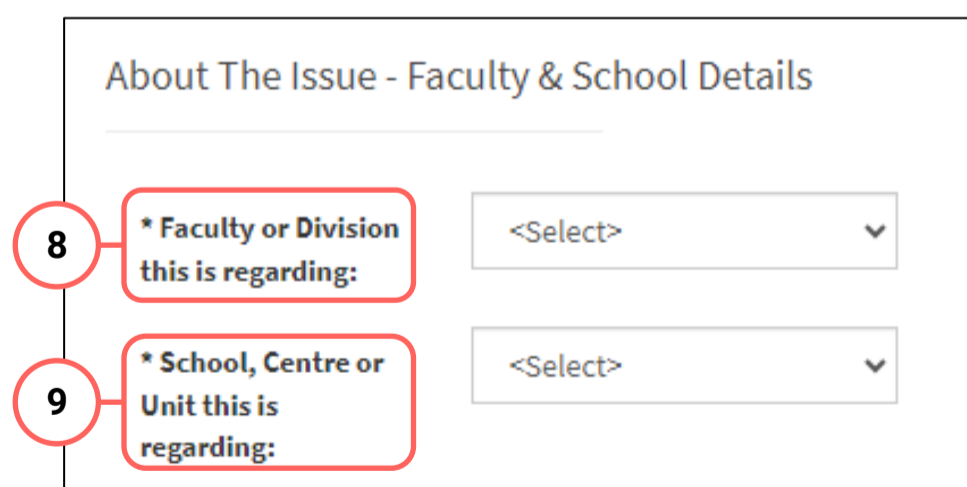
If you are submitting on behalf of someone else, select **Yes** and provide both your (reporter) and the other person's (complainant) details.

## Identifying the School and Faculty

9. Select the Faculty in which the instance of plagiarism occurred.

If a Faculty is not available in the list or if unknown, select **Unknown or Not Applicable**.

10. Once a Faculty has been selected, the list of the Schools, Centres or units will adjust accordingly. Select the School in which the plagiarism occurred.



About The Issue - Faculty & School Details

8 \* Faculty or Division this is regarding: <Select>

9 \* School, Centre or Unit this is regarding: <Select>

Should your Faculty, School, Division or Unit not appear in this list, please select **Other** and manually enter the name. Please also contact the [Conduct & Integrity Office](#) (CIO) to update the lists.



## Providing Details of the Plagiarism

**Additional Details**

**11** Date Student Notified:

**11** \* Date of Alleged Incident:

If a date is not applicable to your case, please use today's date

**12** \* Description:

Please describe what happened, and how you discovered the plagiarism. Tell us in the Description box, including any evidence you have.

11. Input the dates of when the student was notified of the serious plagiarism and the date of the alleged instance of plagiarism.
12. Provide as much detail and information of the instance of serious plagiarism as possible to aid the Case Manager.

If further information or clarity is required, the Case Manager will be in contact.

## Providing Course Details

13. Provide details of the course in which the instance of plagiarism occurred.
14. If the course name or code is only partially known, the search function can be used by clicking the magnifying glass.

**Academic Type Details**

**13** \* Course Code Lookup:

\* Year:

\* Term/Semester:

\* Assessment Name:

Does this issue relate to more than one Assessment?:  Yes  No

**14**

ISSUE TYPE

All

<input type="checkbox"/>	Subject	Catalogue Number	Subject Description	School
<input type="checkbox"/>	MINE	3630	Rock Breakage	School of Engineering
<input type="checkbox"/>	MINE	3630	Rock Breakage	Minerals Resource Engineering
<input type="checkbox"/>	FINS	3630	Bank Financial Management	School of Finance
<input type="checkbox"/>	ARTS	3630	Advanced Japanese A	School of Languages

## Attaching Files

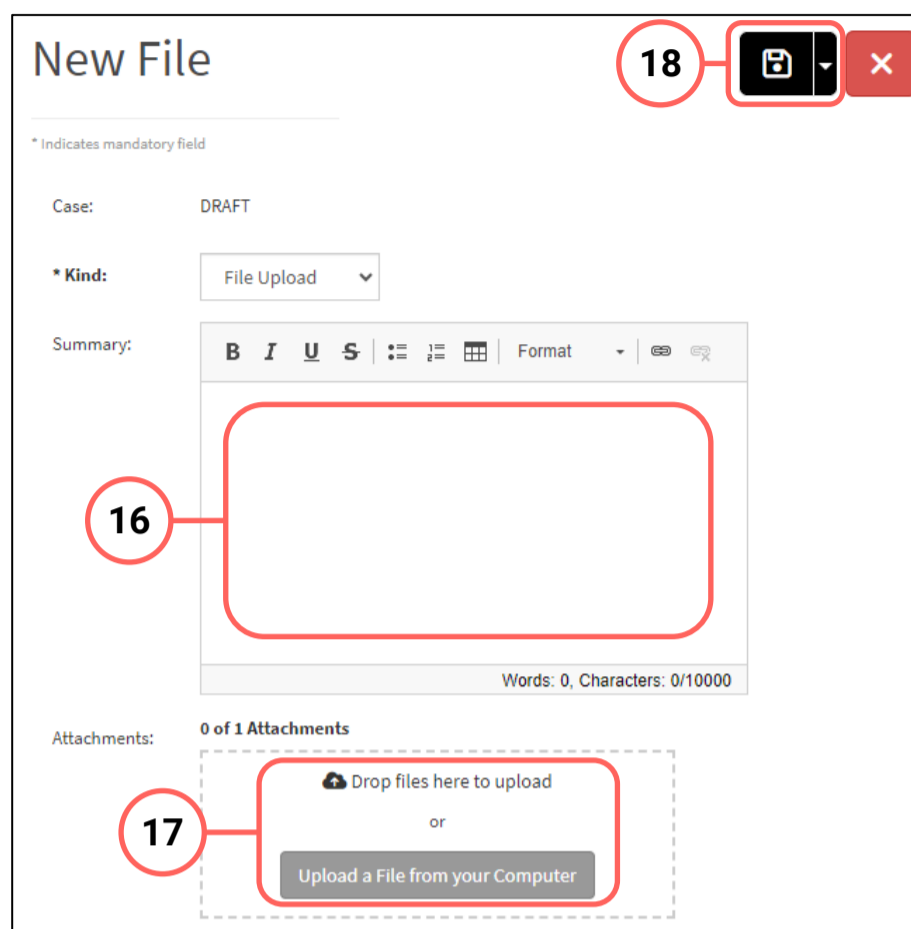
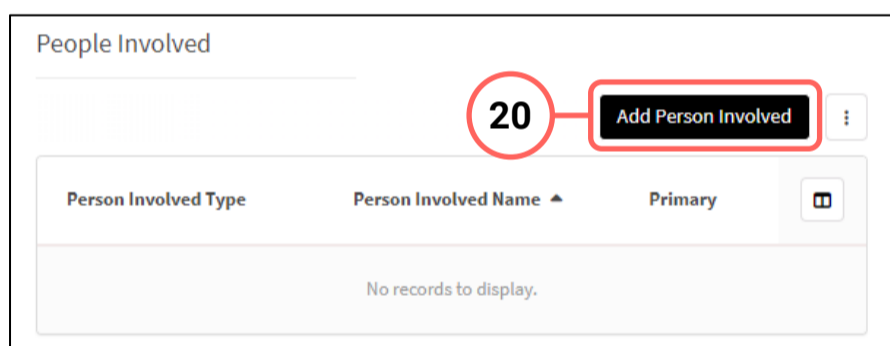
15. If there are any files to attach, click on **Add File** in the top right of the **Files** table.

Files

**15**

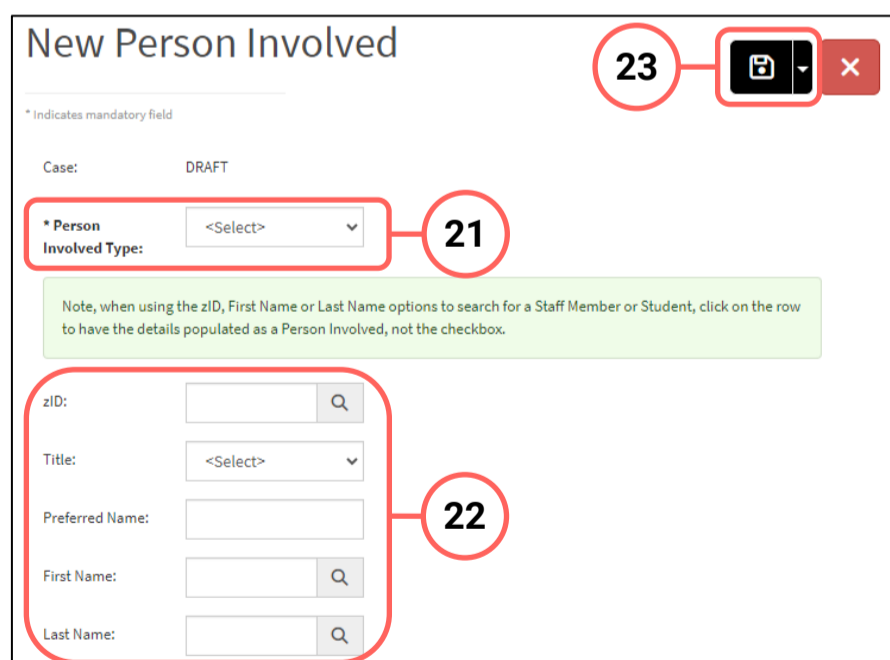
Attachments	Created By	Created Date
No records to display.		

16. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.
17. Drag and drop the file into the attachment area, or click on **Upload a File from your Computer** to upload via a file dialog.
18. Finish attaching the file by clicking on the **floppy disk button** in the top right-hand corner.
19. Repeat for any other file(s).

## Adding People Involved

20. Add details of the person(s) involved with the serious plagiarism by clicking on **Add Person Involved** in the top right of the **People Involved** table.
21. Select the appropriate party type for the person you are entering.
22. Enter details of the person. If the person is a UNSW staff or student, the **magnifying glass** can be clicked to open a function to search that field.
23. Finish adding the person by clicking on the **floppy disk button** in the top right-hand corner.
24. Repeat for any other person(s).



## Referring the Serious Plagiarism

25. After all details have been provided, submit the referral by clicking on the **floppy disk button** in the top right-hand corner of the webform.

