

Recording Less-than-Serious Plagiarism

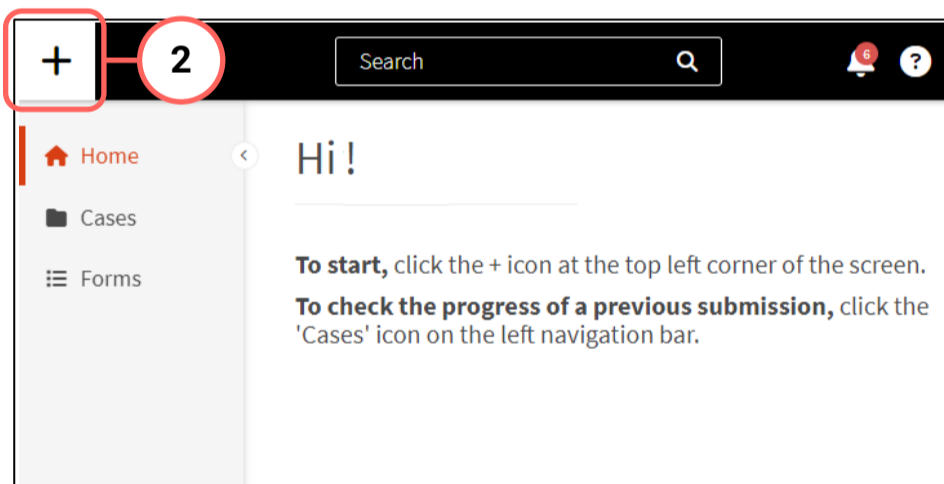
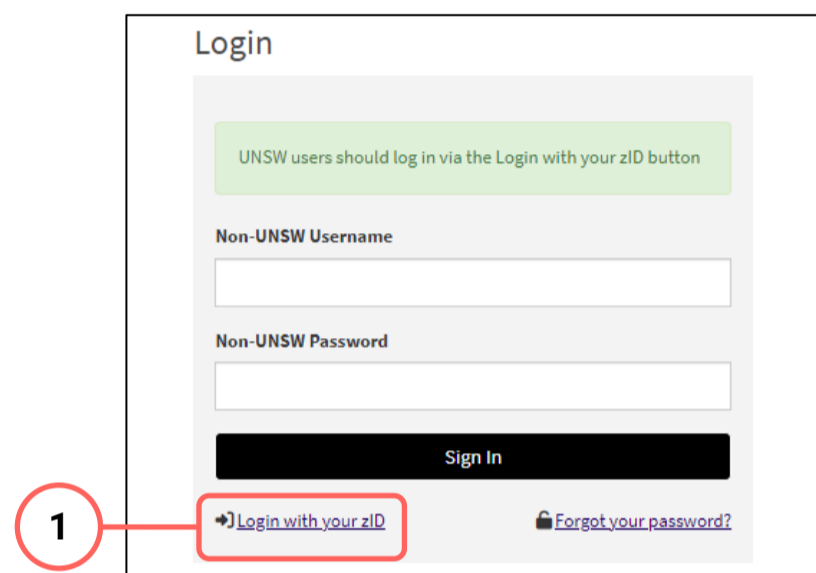
This guide is intended for UNSW staff and shows how to record an instance of less-than-Serious plagiarism in the Plagiarism Register via Case IQ, either as the reporter themselves or a referrer on behalf of a colleague.

For instructions on how to upload students in bulk to the Plagiarism Register, please visit the SharePoint: [Bulk Case Upload of Multiple Complainants & Respondents](#).

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.



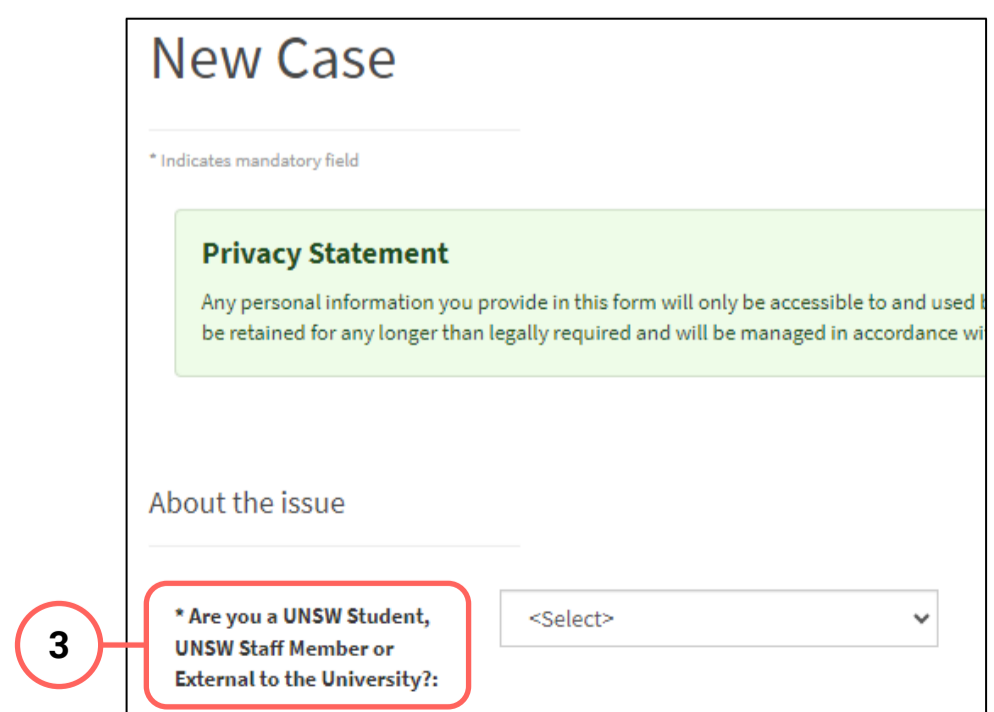
Creating a Case

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.



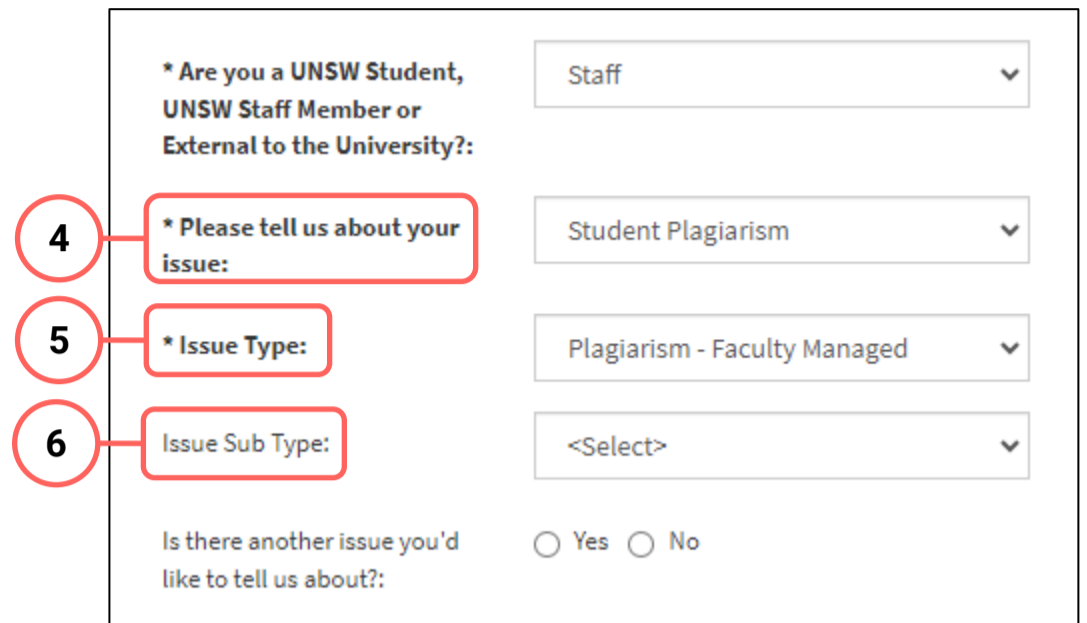
Selecting the Plagiarism Type

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

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

5. Under **Type**, select **Plagiarism – Faculty Managed**.

6. Under **Sub Type**, further specify the type of plagiarism.



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

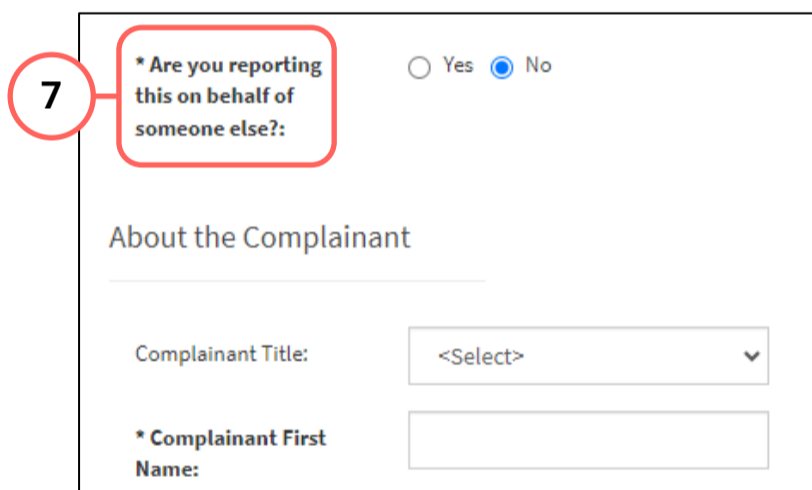
4 * Please tell us about your issue: Student Plagiarism

5 * Issue Type: Plagiarism - Faculty Managed

6 Issue Sub Type: <Select>

Is there another issue you'd like to tell us about?: Yes No

This is not a mandatory question but will allow the Case Manager to provide more timely and adequate support.



7 * 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

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

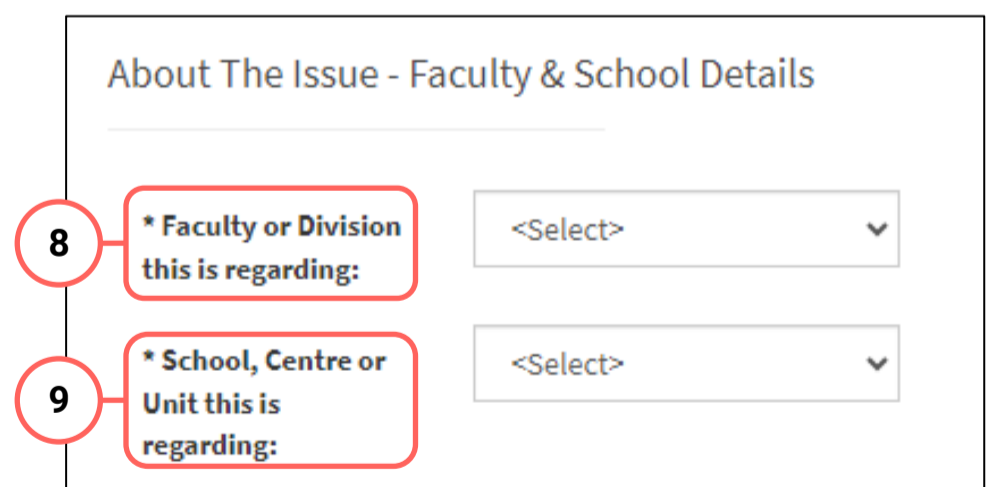
If you are submitting on behalf of someone else, select **Yes** and provide both your (reporter) and the other person's (complainant) details.

Identifying the School and Faculty

8. 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**.

9. 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.



Additional Details

10 * Severity: <Select> v

* Penalty 1: <Select> v

Penalty 2: <Select> v

Penalty 3: Select

* Date Student Advised: DD/MM/YYYY

11 * Description:

Providing Details of the Plagiarism

10. Provide details of the plagiarism: the severity of the plagiarism and the penalty(ies) applied.
11. Provide as much detail and information in the **Description** free text field. This will be retained in Case IQ and be used for reporting.

Providing Course Details

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

Academic Type Details

12 * Course Code Lookup: [input] [magnifying glass icon]

* Year: <Select> v

* Term/Semester: <Select> v

* Assessment Name: [input]

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

13

ISSUE TYPE

All 3630

<input type="checkbox"/>	Subject v	Catalogue Number	Subject Description	School I
<input type="checkbox"/>	MINE	3630	Rock Breakage	School c Enginee
<input type="checkbox"/>	MINE	3630	Rock Breakage	Minerals Resourc
<input type="checkbox"/>	FINS	3630	Bank Financial Management	School c Finance
<input type="checkbox"/>	ARTS	3630	Advanced Japanese A	School f Languag

Attaching Files

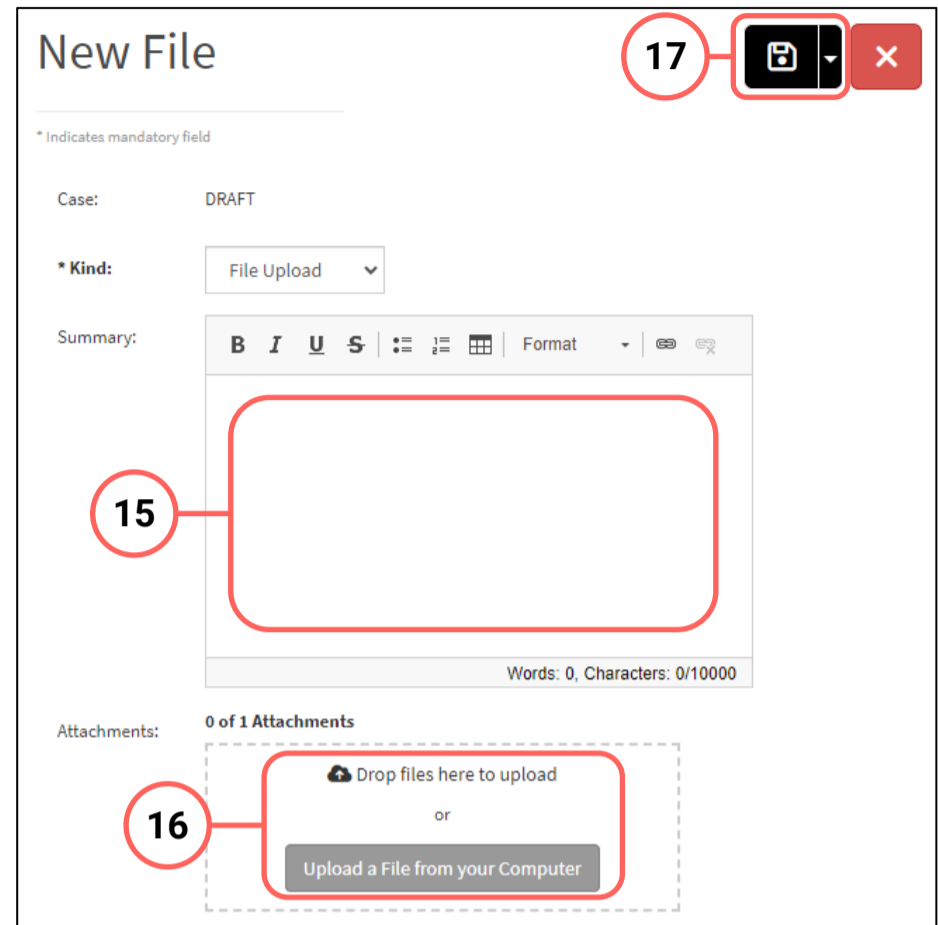
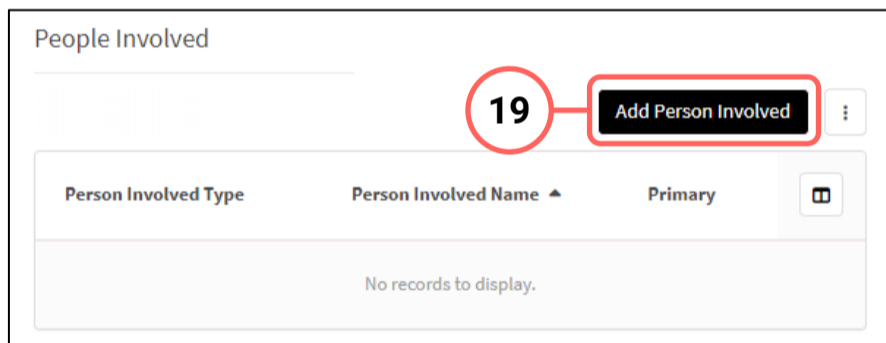
14. If there are any files to attach, click on **Add File** in the top right of the **Files** table.

Files

14 Add File

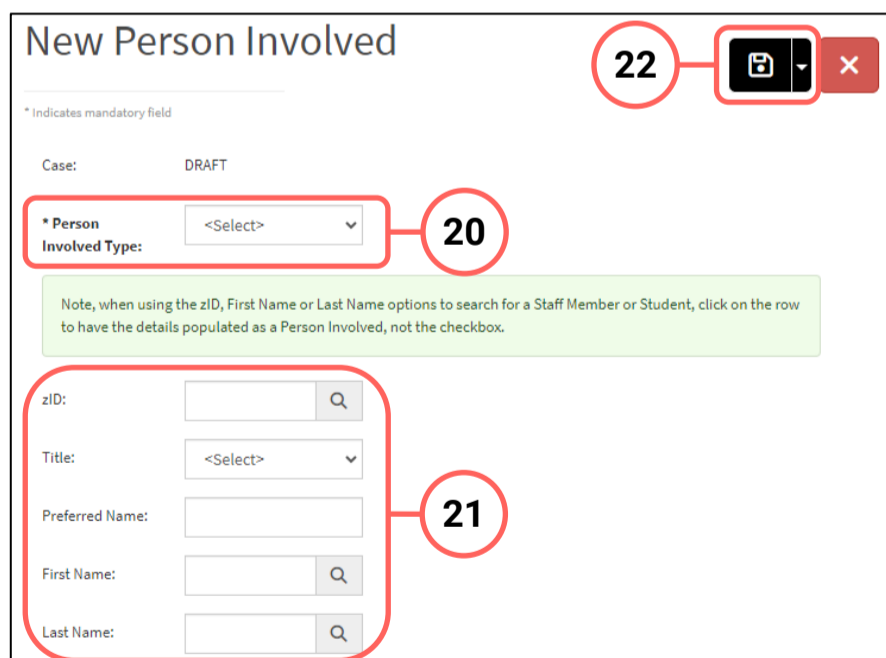
Attachments	Created By	Created Date v
No records to display.		

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

Adding People Involved

19. Add details of the person(s) involved with the plagiarism by clicking on **Add Person Involved** in the top right of the **People Involved** table.
20. Select the appropriate party type for the person you are entering.
21. 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.
22. Finish adding the person by clicking on the **floppy disk button** in the top right-hand corner.
23. Repeat for any other person(s).



Recording the Plagiarism

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

