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UNIVERSITY OF PRETORIA
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Make today matter

Student Misconduct Cases System User Guide

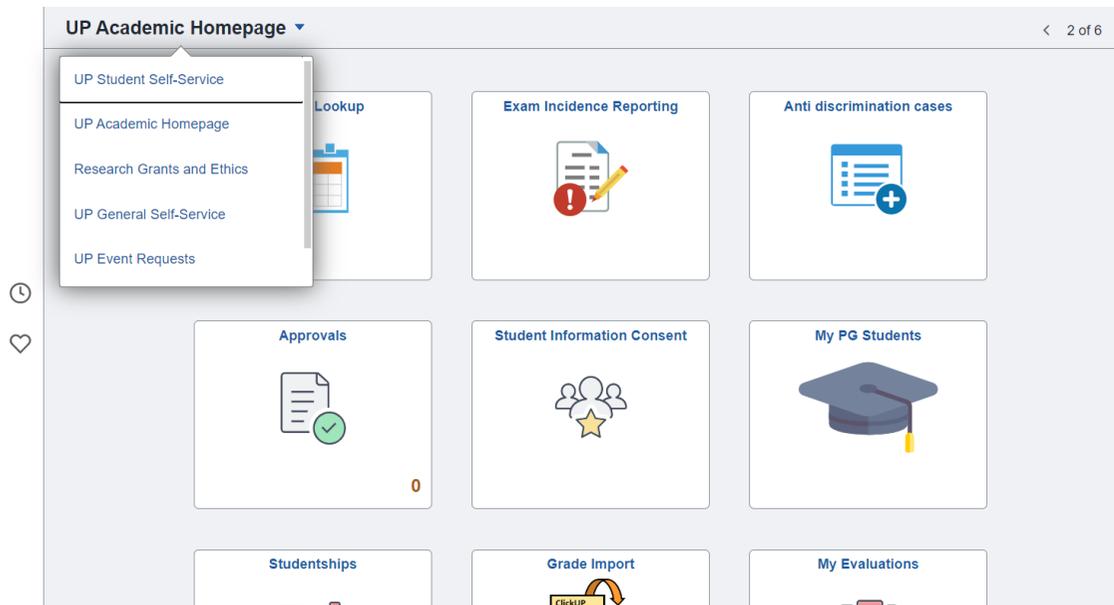
The Student Misconduct Cases system is the electronic case management system that has been developed to assist the Legal Services Division with managing student misconduct matters that are reported to the division.

The implementation of this system allows the complainant to lodge complaints on PeopleSoft directly, upload any relevant supporting documentation/ evidence and also track the progress of the case.

How to submit a complaint:



Locate and select the PeopleSoft Campus Solutions tile.



Click on the downward arrow to open the drop-down menu and select UP General Self-Service.

Anti discrimination cases



UP Calendar



UP Event Requests



Student Misconduct Cases



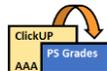
Student Misconduct Workcentre



Student Societies



Grade Import



My Evaluations



Alumni Benefits



The Student Misconduct Cases tile is available for staff and students to access.





Select the Student Misconduct Cases tile to access the reporting tool.



On the home screen, you will be able to create a new case, view pending cases and access a log of all the cases that you have reported. Select create a new case to start with the process.

Student Misconduct Management

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1 Complainant information
Visited

2 Case allegations
Not Started

3 Case documents
Not Started

4 Classifications
Not Started

5 Outcome
Not Started

Step 1 of 5: Complainant information

All cases logged will be dealt with the strictest confidentiality. Please note that you may be called as a witness in the event of a disciplinary hearing.

Complainant information

Student Employee Other

Empl ID or

Name

Telephone

Email Address

Reporting Capacity

Main Category

If you are reporting a matter, you are the complainant. Please select the relevant option and the system will allow you to capture your Employee ID. PeopleSoft will then populate your information from the HR system.

Please complete all other fields to ensure that the legal team is able to contact you regarding the case if required.

When selecting the main category please ensure that you select the correct option. This will ensure that your case is directed to the correct supervisor.

Student Misconduct Management

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Step 2 of 5: Case allegations

*Incident short description

Summary of allegation

Witness/es information

Provide a short description of the incident, provide a more detailed summary of the allegation (s) and provide witness information.

When capturing the information regarding the alleged perpetrator:
Select the appropriate option, input the Employee number and the system will populate the information from PeopleSoft.

Kindly provide more information regarding

1. Alleged Perpetrators



- Student Employee Other

Employee number

Name

More information

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Step 3 of 5: Case documents

Attachments

No documents have been attached.

[Add Attachment](#)

Confirmation

All documents have been uploaded

No documents to upload

If there is supporting documentation for the specific case, ensure that all of the documents are attached before submitting the case. You will not be able to do this at a later stage.

After submitting the case, the Legal Services Division will be notified about the new case and your case will appear on your log of pending cases which allows you to track the progress.

UP General Self-Service My Cases

Pending cases

My cases logged 13

Actions	Case No	Empl ID	Name	Case Status	Case Outcome	Incident	Contact Person
Actions	18			Closed	Mediation successful	Harassment	Mrs A Lo
Actions	21			Closed		Report of Problematic Student behaviour	Mrs A Lo
Actions	34			Appointment		Abnormal student behaviour	Ms SK Mlaba
Actions	39			Registered		Academic Misconduct	Ms SK Mlaba

4 rows