# Sends copy of signed misconduct form

A form containing information outlining the misconduct someone has performed.

The academic misconduct team must request for the professional services team to send a copy of the misconduct form and they have also signed the form to confirm that they received the original form from the student.

Upon successful execution the person who was sent the misconduct form copy should receive it.

Errors include the system is unable to send the form to the student due to services being down or faulty at the time.

The system should prompt the professional services team to send a copy of the form and for it to be signed as well as filled out.

The actors of this are the student who committed the misconduct and the professional services team.

The trigger for this use case is professional services being asked to send the copy.

1. Professional services uploads a copy of the signed misconduct form onto the system
2. The system send the copy to the student

# Register outcome of Hearing

Logging details regarding what happened in the hearing.

The user must have details on what happened during the meeting in order log them.

Details of the hearing will be on the system upon successful execution of this use case.

There will be an error if there are insufficient details.

The system should prompt the user to fill all the details about the hearing

Professional services is the only actor for this use case.

The trigger for this case is that professional services have received the details of the hearing that has happened by the academic misconduct team member that recorded them.

1. Professional services logs onto the system
2. Professional services selects log hearing details option
3. The system prompts them with UI allowing them to log details
4. Professional services logs the details into the system

(5.1) Professional services saves the details

(6.1) The details are saved on the system

(5.2) professional services cannot save the details

(6.2) the system saves the most up to date details logged

(6.2) professional services restarts the program (continue from 5.1)

# Complete referral form

A user is to complete a referral form containing the description of the misconduct case

The misconduct team must provide a description of the case in its current state and for it to be received by the academic misconduct team.

Upon completion of this case there must be a complete referral form on the system, ready to be sent/processed.

An error may occur when the user tries to submit a referral form when it is not fully complete.

The system would have to ask for the user to properly complete the referral form, possibly asking them to fill in a specific field of the form.

For this case the only actor is the academic misconduct team as it is solely their responsibility to fill in the form as long as they meet the previous requirements.

1. Academic misconduct team member logs onto the system
2. They select the option “complete referral form”
3. The member fills in the fields of the referral form
4. The form is saved
5. The form is sent to SCO

# Schedule Hearing

Using the system, a hearing is scheduled.

In order to perform this the user must decide that they want a hearing regarding misconduct

A hearing is scheduled, and attendants are notified of this through the system.

The only error that could occur here is if a hearing is scheduled at the same time as another hearing causing a clash.

The system should prompt the user to organise a hearing at a different time due to clashing.

When SCO requires a hearing, this use case is started.

1. SCO logs onto the system
2. SCO selects “organise hearing”
3. SCO inputs the relevant information and time for the hearing
   1. ) The system schedules the hearing if there are no clashes

(5.1) The expected attendants are notified

(4.2) There is a timetabling clash

(5.2) The user is asked to re-organise a different time

# Sends hearing result

Sends a result of the hearing that occurred containing details of what happened during the hearing

For this to successfully start a hearing must have occurred as well as for the details of the hearing to be taken down.

The hearing result is saved onto the system and sent to whom it may concern upon successful execution.

An error may occur here if there are incomplete details on the hearing.

The system should prompt the user to rather fill in incomplete details.

For this case the only actor involved directly is SCO.

The usual event to trigger this case is for SCO to finish a hearing.

1. SCO logs onto the system
2. SCO selects the “Submit hearing result” found under the hearing they had
3. SCO completes the form
4. SCO selects a submit button
5. The hearing result is saved and sent

# Action taken on system

Anything performed on the system by users.

For this to start the user must input on the system.

In order for a successful execution the system must respond respectively to inputs.

For an error to occur the system would be down or faulty.

Anyone who has access to the system (users) are actors for this case.

To trigger this case a user decides that they want to do something on the system.

1. User logs onto the system
2. User makes an input
3. System responds

# Date, time and process logged

Any action performed on the system is monitored and logged somewhere on the system.

For this to occur a user has to do something with the system.

To be successful that action has to be noted down somewhere on system.

An error would occur if the action the system is trying to log is not intended to happen e.g. invalid activity.

The system would display a message in the logs with the time and date of occurrence stating that an error occurred trying to log action.

1. User performs action
2. System logs action with time and date of when it occurred