

Edit, send and view a closure letter

It is a requirement of the *Student Academic Misconduct policy* to advise the student of the outcomes of the investigation when the concern is closed.

The closure letter must be created and sent to the student before the concern can be closed in the system.

Step before	Refer to the job aid <i>Record investigation outcomes</i> . (e.g. The student had no previous breaches.)
	Refer to the job aid <i>Revise original decisions</i> . (e.g. The student had previous breaches.)

To access the Student Academic Integrity Management System, log into Griffith Portal, and choose *Learning and Teaching, Managing your teaching, Academic integrity management*.

- Choose Manage Concerns.
- A search page will be displayed.

Search for a concern

Enter any information you have in regard to the concern in the search boxes.

Choose (Search) to list submitted concerns.

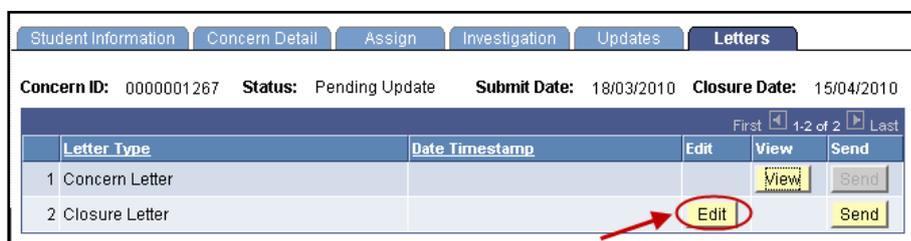
The search results list will be displayed.

Select the concern to be updated.

Edit a closure letter

When a concern is opened select the (Letters) tab to edit, send and view the closure letter.

The Letters page will be displayed.



Letter Type	Date Timestamp	Edit	View	Send
1 Concern Letter			<input type="button" value="View"/>	<input type="button" value="Send"/>
2 Closure Letter		<input type="button" value="Edit"/>		<input type="button" value="Send"/>

Figure 1 Letters page

Choose (Edit) to display the *Letter Edit* page.

Edit letter page

Letter Edit

Concern ID: 000001250 Send Date:

Letter Type: Closure Letter Attachment: Learning Services Referral form

Letter Template:  

From:

To:

CC:

Email Address	Email
1 <input type="text"/>	<input type="checkbox"/>

Subject:

Text:

Note: The maximum File Size that can be attached is 5MB.

Add Attachment

Attached File
1 <input type="text"/>

OK Cancel

Figure 2 Edit letter page

Field	Instructions
Letter Template	Choose  (Letter template search) to select the letter template to be used. A search result list will be displayed. Select the required template.
Attachment	If the student is required to seek help from Learning Services a referral form will be automatically attached to the closure letter and sent via electronic mail.
From	The electronic mail address of the person who is sending the student letter.
To	The electronic mail address of the student.
CC	The electronic mail address of another person who will receive the student letter. Multiple electronic mail addresses can be added. De-select <input checked="" type="checkbox"/> (Email check box) to stop an email copy of the closure letter being sent.

Field	Instructions
Subject	The subject title of the student letter.
Text	The body text of the student letter. Type in the text box to add additional information or edit the letter.
Add Attachment	Choose <input type="button" value="Add Attachment"/> (Add Attachment) to browse to and attach a file to be sent with this closure letter. Multiple files can be attached by repeatedly choosing <input type="button" value="Add Attachment"/> (Add Attachment).

Save

Choose (OK) to save the letter contents.

Send a closure letter

When a concern is opened select the (Letters) tab to view relevant student letter.

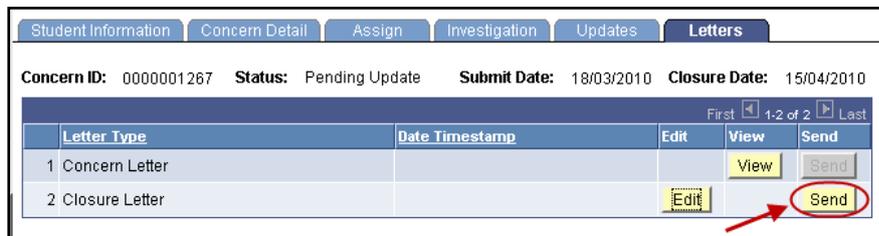


Figure 3 Send a closure letter

Choose (Send) to send the letter to the student's electronic mail address.

Close concern

You may also be able to close the concern after the closure letter has been sent.

The concern can be closed when:

- The Concern Letter and Closure Letter have been sent.
- All student actions, if required, are completed or the dates for the student actions have elapsed (refer to the job aid *Update student actions*).

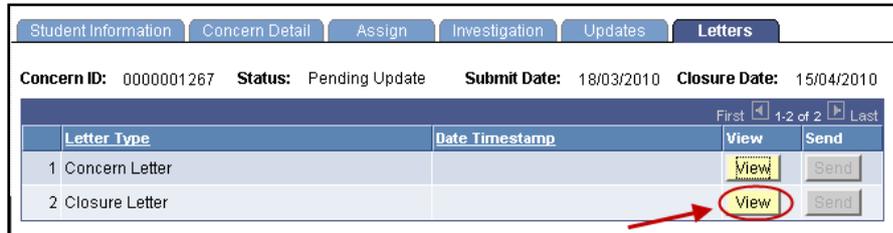
Chose (Investigation) to display the investigation details.

Choose (Close Concern) to close the concern.

View a closure letter

When a student letter has been sent the contents of the letter are locked but the closure letter can be viewed.

When a concern is opened select the **Letters** (Letters) tab to view relevant student letter.



Letter Type	Date Timestamp	View	Send
1 Concern Letter		View	Send
2 Closure Letter		View	Send

Figure 4 View a closure letter

Choose **View** (View) to view a closure letter that has already been edited and sent.

Step after

Refer to the job aid *Update student actions*. (e.g. The students have actions the must complete as an outcome of the investigation.)

Related job aids

- Record investigation outcomes.
- Revise original decisions.
- Update student actions.

Additional learning tools / Sources of information

- See <https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff> for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email sai-coordinator@griffith.edu.au
- For assistance with technical difficulties phone EIS-Assist 373 55544