Send the Closure Letter

Access SAIMS from the portal under Learning and Teaching/Managing assessment/Academic integrity management/Manage concerns.

- Go to the letters tab.
- Click on the edit button against the closure letter, this will open a blank template.
- Use the look up icon to choose the closure letter template.
- The template will automatically populate with the student information and the decision/s.
- You can edit the letter template (to provide additional information – please ensure you do not remove any references to policies and review/appeal processes).
- Hit the ok/submit button.
- Go back to the letters tab and click the send button (against the closure letter).
- The email will be batched as part of the workflow process and emailed overnight.

Closing the Concern

- If there are no update actions (eg requirement to complete AI tutorial) the concern will be closed.