

Academic Integrity Breach Closure letter

The Closure letter is sent to the student who has responded to a concern in relation to a breach of academic integrity, the breach has been investigated and a decision made as to the student actions.

Student No: «Student_Number»

«Date»

VIA EMAIL: «Email»

«Title» «First_Name» «Last_Name»
«Street_1»
«City_1» «State_Province_1» «Postal_Code_1»

Dear «Title» «Last_Name»,

I have considered your response to my concern regarding «Type_of_Breach» on Assessment Item – «Assessment_Task_Involved» submitted for the course «Course_Code» «Course_Title». I find that your work on this assessment item is in breach of the academic standards expected at Griffith University and as a result:

- issue you with an official warning
- require that you seek appropriate study skills from Learning Services (referral form attached) within one month of the date of this letter.

This response is consistent with the Breach of Academic Integrity Policy which states:

If the Tier 1 Decision Maker (Course Convenor) concludes on the basis of the evidence including the student's written and/or verbal response, that a breach has occurred, the Tier 1 Decision Maker may choose one or more Tier 1 Educational Responses, taking account of the student's explanation of the situation, the stage of the student in their program (e.g. first year or final year), the academic background of the student and the extent of the student's knowledge of the concept of academic misconduct:

- give the student a warning
- require the student to seek appropriate study skills advice from Learning Services
- require the student to undertake the Academic Integrity Student Tutorial within one month of receiving the letter from either a Tier 1 or Tier 2 Decision Maker advising them to do so
- allocate a mark for the student's assessment item, based on the portion of the assessment item unaffected by the academic misconduct
- allow the student to resubmit the assessment item to achieve a mark no higher than a "pass" mark for the item
- require the student to undertake supplementary assessment
- escalate the case to the Chair, Assessment Board

Under the University's Student Grievances and Appeals policy you may be able to appeal my decision to the Chair of «Organisational_Element» Assessment Board, «Chair_Assessment_Board». However, a student may only appeal against a decision by a Course Convenor if the response falls within Sections 8.3.4, 8.3.5 or 8.3.6 of the Breach of Academic Integrity Policy. Further information is available at <http://www/studentappeals/>

You are advised that this concern has been recorded in the University's central Academic Integrity Management System which is independent of your official student record. Any future concerns regarding academic integrity will result in a more severe response and this particular occurrence will be taken into account in determining the appropriate response.

«Course_Convenor»
Course Convenor
cc: Student Academic Integrity Coordinator