

From: [Redacted]

Sent: 23 April 2014 13:51

To: [Redacted] Greg Walters

Subject: Audit of Copyright Compliance

The Internal Audit Team are currently working on an Audit of Copyright Compliance.

As part of this audit, we have identified a sample of Modules being run in the 2013/14 Academic Year which have content on the Moodle VLE.

One of the modules selected is the following:

COMS07002 visual communication using Adobe Photoshop CS5 ACA

You have been identified from the Moodle site as being the contacts for this module. If you do not have responsibility, I would be most grateful if you could direct me to the correct point of contact. If this is your area of responsibility, would you be able to assist in the following areas:

- 1 Arranging access for myself to view the content on the Moodle VLE for the module noted above (I believe this is done through the logging of a helpdesk call)
- 2 Confirming who had responsibility for uploading content to the Moodle site for the module noted above

Please feel free to get in touch if you have any queries.

Kind Regards

[Redacted]

[Redacted]

**Senior Internal Auditor
Internal Audit Service**

~~Please do not forward the following days: Wednesday to Friday Full Day~~