[Insert Date]

[Insert Student ID]

[Insert Student’s Name]

[Insert Student’s Address]

Dear [Insert Student’s Name]

**Academic Misconduct Report Notification**

This letter is to notify you that a report of potential academic misconduct has been made against you (refer to the attached form for more details) [attach the Academic Misconduct Report Form]. If the report is confirmed, the Institute/School/Federation TAFE will apply the following penalty in accordance with the University’s Academic Misconduct Procedure and Academic Misconduct Determination Guide :

**[insert penalty based on Academic Misconduct Determination Guide and student’s breach history]**.

The University’s Academic Misconduct Procedure and Academic Misconduct Determination Guide determines penalties based on the severity of the misconduct and any previous breaches. We consider this academic misconduct to be [delete as appropriate low/medium/high] severity and our records indicate that you have [insert number] previous breach(es).

## What happens next?

**You have the right to contest this report and the penalty by responding to this letter and requesting a hearing to discuss it.**

A hearing provides you with an opportunity to:

1. Clarify why the academic misconduct report has been made and ask questions
2. Explain what happened from your own perspective
3. Provide any evidence available
4. Contest and/or seek to reduce the penalty

Upon hearing a student's case, a lesser penalty may be applied.

## How to request a hearing

Please email [insert appropriate Institute/School/Federation TAFE email address] within 10 working days and indicate whether you would like to attend a hearing.

You may provide a written response to the charge, along with any supporting documentation or evidence you intend to produce **at least one working day prior** to the hearing. Please complete the attached Academic Misconduct Pre-Hearing Appeal Form and email it to [insert appropriate Institute/School/Federation TAFE email address].

Otherwise, the above penalty will apply.

## Who can help?

*Student Advocacy* can assist you by:

* helping you make a decision about attending a hearing
* preparing for the hearing and
* attending the hearing with you.

You can contact them:

* on (03) 5327 6105, or
* email [studentadvocacy@federation.edu.au](mailto:studentadvocacy@federation.edu.au) or
* request an appointment by completing this online form <https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/student-advocacy/make-an-appointment>

## How can I avoid being reported again?

The University has many resources that will help you understand our expectations on academic integrity and avoid being reported for academic misconduct again. We strongly encourage you to access the following documents, resources and services:

* Academic Integrity Module available through Moodle
* Information on academic writing <https://studyskills.federation.edu.au/student-skills/writing/>
* Learning Skills Advisors: guidance on academic skills development

Yours sincerely

[Name

Academic Integrity Officer] on behalf of the Dean

cc: Partner Provider if relevant

**Attachments:**

[Link to Academic Misconduct Procedure which includes a link to the Academic Misconduct Determination Guide as a supporting document]

Academic Misconduct Report Form

Academic Misconduct Pre-Hearing Appeal Form