[Insert Date]

[Insert Student ID]

[Insert Student’s Name]

[Insert Student’s Address]

Dear [Insert Student’s Name]

**Academic Misconduct Hearing Notification**

Further to the letter dated (insert date of initial notification letter) advising you of an academic misconduct report made against you and the penalty, I am writing to confirm that a hearing has been arranged.

Please find attached the details of the report and the relevant evidence [attach the Academic Misconduct Report Form].

## Before the 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]

## About the hearing

At this hearing you will be given the opportunity to:

1. Clarify why the academic misconduct report has been made and ask questions
2. Explain what happened from your own perspective,
3. Explain any evidence you may have submitted prior to the hearing
4. Contest and/or seek to reduce the penalty

Please note that you are entitled to have a support person present at this hearing. Your support person may not contribute to the hearing in any manner and may not be a legal practitioner.

The hearing will be held:

**Time: *(time of hearing)***

**Date: *(date of hearing)***

**Venue: *(location)***

Following the hearing you will be notified of the outcome in writing.

If you have any queries regarding the above please contact *[insert contact name and details]*

For more information regarding the University’s Academic Misconduct Procedure, please refer to the links at the end of this letter.

## 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, email them at 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>

Yours sincerely,

[Name

Academic Integrity Officer] on behalf of the Dean

cc: *(Partner Provider if relevant)*

**Attachments**

[Link to Academic Misconduct Procedure]

Academic Misconduct Report Form

Academic Misconduct Pre-Hearing Appeal Form