[Insert Date]

[Insert Student ID]

[Insert Student’s Name]

[Insert Student’s Address]

Dear [Insert Student’s Name]

**Academic Misconduct Penalty**

We recently advised you that a report of academic misconduct was made against you. The letter included the potential penalty and advice about how to request a hearing.

As we did not receive a reply from you by the deadline, I’m writing to confirm the following penalty will apply:

[insert penalty as per previous letter]

## How can I avoid being reported again?

The University has many resources that will help you understand 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]