[Insert Date]

[Insert Student ID]

[Insert Student’s Name]

[Insert Student’s Address]

Dear [Insert Student’s Name]

**Academic Misconduct Report – Referral to Student Discipline Committee**

Thank you for participating in the hearing held on (date of hearing) to consider the report of academic misconduct against you.

Based on information obtained in the hearing, this report will now be referred to the Student Discipline Committee. This Committee hears academic misconduct cases where students are alleged to have [delete as appropriate: committed a third (or subsequent) breach and/or a severe breach that carries a potential penalty of exclusion].

## What happens next?

The Student Discipline Committee’s Secretary will contact you to schedule a hearing to consider this report. The 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

If you have any further queries at this stage, please contact the Student Discipline Committee’s Secretary. Their contact details are available here:

<http://federation.edu.au/staff/governance/legal/student-discipline-committee>

## 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 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: Student Discipline Committee Secretary

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