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| --- | --- |
| **Student Directorate** | |
| **Subject:** | **Revocation of Award – Request to Vice-Chancellor for Determination** |
| **To:** | Professor Duncan Bentley, Vice-Chancellor |
| **From:** | *Executive Dean/DVC TAFE/Director Student Services and Registrar* |
| **Cc:** | Sharon Austin – Senior Manager, Registrar Services |
| **Date:** |  |

Dear Professor Bentley,

I am writing to seek your due consideration in reaching an initial determination, as outlined in the [Revocation of Awards Procedure](https://policy.federation.edu.au/learning_and_teaching/academic_awards/revocationofawards/ch01.php) and consistent with University Awards Guidelines (federation.edu.au).

|  |  |  |
| --- | --- | --- |
| Student ID |  |  |
| Student Name |  |  |
| Course Code |  |  |
| Course Name |  |  |
| Completion Date |  |  |
| Conferral Date |  |  |
| Council List ID |  |  |
| Award Number |  |  |

**Background**

Explain what happened to get to this point

* How did we hear about this?
* Explain what happened to get to this point
* System/s
* Are there subjects to still be completed? What? When?
* What has been done to ensure this doesn’t happen again?
* Is the student aware of the pending revocation?
* Where is the physical certificate?

**Recommendation**

It is my recommendation that consideration be given to revoking the current conferred awards for the above students in this course.

Thank you for your due consideration.

Please do not hesitate to contact me should you require further information.

Yours sincerely

**Name**

Title

|  |  |
| --- | --- |
| **Outcome of Determination** | |
| **Recommendation Endorsed**   * *Matter referred with supporting evidence to the Academic Board for investigation/examination for revocation* | **Recommendation Rejected**   * *Further information required* |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Professor Duncan Bentley,** Vice-Chancellor | |