Insert:

Date

Student ID

Student Name and email address

Dear

Thank you for your appeal against the finding and/or the penalty applied recently to you under the Student Coursework Academic Misconduct Rules.

I have considered carefully your appeal and the original investigation and I have decided to refer it to the Student Conduct Appeals Committee. I consider the allegation to be of a sufficiently serious and substantial nature as to warrant consideration by that Committee. The Chair of that Committee will be in contact with you shortly.

Yours sincerely

OR

Thank you for your appeal against the finding and/or the penalty applied recently to you under the Student Coursework Academic Misconduct Rules.

I have considered carefully your appeal and the original investigation (also refer to any interview that has taken place) and I have decided that:

insert one of the following:

you have not shown sufficient grounds for the appeal and therefore dismiss it.

your appeal is upheld and the penalty cancelled.

the original finding is upheld but the penalty is changed to [new penalty], which will be implemented immediately.

the original finding and the penalty [original penalty] are upheld, which will be implemented immediately.

The reason for this determination is (insert brief reasons for decision).

This now completes the processes under the Rules for this case.

**Your Right of a Review.** You have the right to seek a review of the processes (but not the merits of the decision) reached under this Rule through the NSW Ombudsman, contact details of which are at the bottom of this letter. However, beyond the Review the University now considers this matter ended and further communication regarding this case will not be entered into.

OR

For upheld findings of Exclusion/Expulsion from the University or Revocation of Award

You may appeal either my decision and/or my penalty to the Student Conduct Appeals Committee by responding to this communication not later than close of business (NSW time) [date – 20 working days from the date of this notification) using the following email address:

 chairacbd@une.edu.au

In drafting your appeal, your attention should be focussed on clause 36 of the Student Academic Misconduct Procedures. If your appeal does not demonstrate how the original investigation and/or appeal did not conform to the Rule and/or the Procedures and/or that the evidence did not support the original decision it will be dismissed.

Insert for Student Visa Holders where the outcome is to terminate their enrolment

If you do not lodge an appeal in twenty working days from the date of this letter the penalty will be actioned and you will then be reported to the Department of Education, via the government database PRISMS. This action will also notify the Department of Immigration and Border Protection that you are no longer a current genuine student. As your Confirmation of Enrolment will be cancelled this may affect your student visa. I strongly recommend you contact DIBP to see what the impact of your exclusion from studies will have on your student visa, phone 131 881 or visit <http://www.immi.gov.au/> .

Yours sincerely

**Pro Vice-Chancellor (Academic)**

CRICOS Provider Number: 00003G

Cc UNEI if Student Visa Holder and outcome is to terminate their enrolment

**Contact details:**

NSW Ombudsman <http://www.ombo.nsw.gov.au/>