Insert:

Date

Student ID

Student Name and email address

Dear

A complaint of behavioural misconduct concerning you has been referred to me by (staff member’s name) Insert a summary of the complaints circumstances and date and location of the incident (if appropriate); the relevant clause/s of the Student Behavioural Misconduct Rule that may have been breached and attach all relevant documentation to this letter.

Student Behavioural Misconduct Rules can be accessed here (insert links)

In accordance with the Rule I have been appointed as the Investigating Officer designated for enquiries into the complaint against you.

I am inviting you to attend a meeting with me to discuss the complaint and the information provided to me. I have set up a meeting (face-to-face or electronically) for this purpose scheduled at (insert date, time and place of interview - no later than 10 working days from the date of the notification). If you wish to attend or reschedule the interview please contact me. The interview must be held by (date - no later than 10 working days from the date of the notification).

You may bring a support person to the meeting but they may not act as your advocate or make direct comment in the meeting, unless I, as convenor of the meeting, give permission for them to do so.

Alternatively, I invite you to provide an explanation and/or interpretation of the circumstances of the complaint in writing. Your written response must arrive not later than close of business (New South Wales Time) [insert date - no later than 10 working days from the date of the notification).

There is no need to be alarmed at this stage, but you must respond by providing an explanation for the circumstances raised in the complaint. If you do not respond, I am required by the Student Behavioural Misconduct Rules to assume that there is merit to the complaint and I will then make my decision on the appropriate action to be taken.

Please note the consequences can be serious and it is important that I hear from you. I have listed below some sources of help and guidance when preparing your response.

Yours sincerely

Insert

Name and tile of authorised investigating officer and ‘on behalf of’ if nominee of an authorised investigating officer under Rule 25

Contact details

CRICOS Provider Number: 00003G

**For guidance:** (insert other sources if required)

* Student Support http://www.une.edu.au/current-students/support/student-support
* Independent Student Advocate uni4me@une.edu.au