Insert:

Date

Student ID

Student Name and email address

Dear

Thank you for attending a meeting OR your response to my recent communication regarding a complaint given to me about possible behavioural misconduct. OR Further to my recent communication of (insert date) to which I have had no response at the time of writing (or by the due date)

I have decided that:

the complaint of behavioural misconduct was not substantiated and have resolved to dismiss the complaint.

OR

I have decided that an act of behavioural misconduct has occurred as defined in Rule/s (insert Rule/s breached] of the Student Behavioural Misconduct Rule.

I have decided that the following penalty [more than one penalty may be applied] shall be applied:

that you are formally reprimanded, of which a record has been made.

that you are placed on probation for [period] for good behaviour. Any new incidents reported during this period will be considered for more severe sanction.

that you be required to provide an apology to (add details including in writing and/or public).

* + - 1. that the following Withdrawal of Service(s) shall apply for [period but not more than three months for minor misbehaviours or not more than three years for major misbehaviours]:
* UNE libraries: loss of access to electronic resources, other library resources and borrowing rights, and/or
* ICT facilities: loss of user rights and access, and/or
* Loss of access to specified buildings and precincts.
	+ 1. that you are fined [number but not more than 5 for minor penalty and not more than 10 for a major penalty] Penalty Units (= Units x $100) and/or a restitution payment of [$ but not more than $500) for the full costs of, or replacement (provide details) be paid to the University Accounts Payable Office along with a copy of this letter.

that the penalty [details] as listed in the Residential Code of Conduct be applied.

 that you are excluded from [College name] for [period not more than 12 months]

 that you are excluded from all UNE colleges for [period but not exceeding three years]

that you are expelled permanently from all UNE residential colleges [note 'colleges' includes St. Albert's College as an affiliated UNE college

that you are excluded from enrolment for [period of up to three years]

that you are excluded from all University premises for [period but not exceeding three years]

that a recommendation will be made that you be expelled from the University.

1. that a recommendation be made that your award of the [title of degree] be revoked.

**YOUR RIGHT OF APPEAL.** You may appeal either my decision and/or my penalty by responding to this communication by not later than close of business (NSW time) [date – 10 working days from the date of the communication] to (Insert appropriate Appeal Officer in accordance with Rule 43) using the following email address:

Insert email address of Appeal Officer (refer clause 43 of Rule)

In drafting your appeal, your attention should be focussed on clause 53 of the Student Behavioural Misconduct Rules. You may approach any member of the University (except any member associated directly with the original investigation or determination of your appeal) or an Independent Student Advocate at uni4me@une.com.au to help in the preparation of your appeal and/or accompany you at any appeal interview/hearing.

The University will maintain your enrolment while the appeal process is ongoing.

If no appeal is received by the date detailed above, the necessary administrative action will proceed.

**Insert the following for a Student visa holder where the determination/recommendation is to terminate their enrolment**

If your enrolment is terminated the University will notify the Secretary of the Department of Education via PRISMS and your Confirmation of Enrolment will be cancelled (this may also impact your Student Visa).If an appeal is received then this penalty will be stayed until the appeal is decided upon.

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

Cc Manager of International Services and Compliance if a student visa holders enrolment could be terminated