Date

Student ID

Student Email Address (UNE address, though an alternative may also be added if known)

TRIM Ref

Dear NAME

I am writing to you in relation to the potential breach of the Student Academic Integrity Policy for your INSERT ASSESSMENT NAME in INSERT UNIT in INSERT TEACHING PERIOD communicated to you on DATE OF INITIAL LETTER.

Thank you for your written response to my letter and engaging with this matter OR

Thank you for attending an interview/examination on DATE and engaging with this matter OR

I note that I have had no response to my letter at the time of writing.

*Where a breach has not occurred*

In considering all of the available evidence, I have decided that a breach of the Student Academic Integrity has not occurred. *Where relevant,* Your ASSESSMENT NAME will be marked and returned to you.

***MUST COMPLETE*** *– Provide reasons for the decision (i.e. insufficient evidence, incorrect process). This section can be provided in a separate attachment at the Investigating Officer’s discretion.*

*Note. Where there are concerns about a student’s approach to academic integrity, you may wish to include an encouragement to demonstrate ongoing commitment to the principles of academic integrity and/or revisit Academic Integrity Module and/or seek support with paraphrasing and referencing. See last paragraph in this template letter for example.*

*Where a breach has occurred*

In considering all of the available evidence, I have decided that a breach of the Student Academic Integrity Policy has occurred.

***MUST COMPLETE*** *– Provide reasons for the decision, including the specific clause of the policy that has been breached (the category of breach not just the clause number) and the evidence used to support the decision. This section can be provided in a separate attachment at the Investigating Officer’s discretion.*

I have decided that the following penalty/penalties will be applied:

* educational activities (*please specify the suggested activities the student should undertake – these may include talking to the Unit Coordinator about referencing requirements, referral to the Academic Skills Office, or voluntarily re-visiting the Academic Integrity Module)*
* re-take the Academic Integrity Module by INSERT DATE (*this should be minimum 20 working days from the date of the letter*). Please note you are required to complete the Module and notify INSERT EMAIL ADDRESS of your completion. If you do not complete the Module, you will be unable to submit assessments through Moodle until the Module is completed.
* resubmission of the assessment task/part of the task/a comparable task, which will not be reduced in mark OR will be reduced in mark by INSERT REDUCTION of the mark that the assessed task would otherwise have received. The resubmission must be submitted by INSERT TIMEFRAME OR The Unit Coordinator or another relevant staff member will be in contact with you to organise a timeframe for resubmission. A failure to resubmit the assessment within the set timeframe will result in a mark of zero for the task
* reduction in assessment mark of INSERT REDUCTION
* reduction in unit mark OR unit grade of INSERT REDUCTION; and
* award of a grade of WUN (Withdrawn by the University and Deemed to have Failed).

In determining this penalty, I have considered:

*Detail relevant considerations*

Appeal

You may appeal either my decision and/or my penalty to the Executive Principal, Education Futures by emailing ep-educationfutures@une.edu.au by close of business (NSW time) INSERT DATE - *minimum 10 working days from the date of this notification.*

In drafting your appeal, you should focus on Clause 39 of the Student Academic Integrity Policy. Your appeal needs to present a case that demonstrates:

* how the original investigation did not conform to the Policy; and/or
* that the evidence does not support the determination of a breach; and/or
* that the penalty applied is inappropriate or not in accordance with the Policy.

You may seek assistance with your appeal (other than from a UNE staff member involved in the case) and you may wish to contact an Independent Student Advocate at [advocacy@une.com.au](mailto:advocacy@une.com.au).

UNE is committed to assisting students in developing their understanding of academic integrity so I would strongly encourage you to revisit the Academic Integrity Module and use the resources available through the Academic Skills Office to help you develop your skills in academic integrity. Please note that further breaches of the Student Academic Integrity Policy may result in more serious penalties.

Yours sincerely

(Name of Investigating Officer) on behalf of

**Head of School – INCLUDE SCHOOL**

University of New England CRICOS Provider Number: 00003G