Date

Student ID

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

TRIM Ref

Dear NAME

I have received a recommendation from the Investigating Officer for the INSERT SCHOOL, INSERT NAME, to INSERT PENALTY AND DEGREE (AND ANY RELEVANT TIMEFRAME) under the Student Academic Integrity Policy.

*If a response was invited*

I am writing to you in relation to the recommendation from the Investigating Officer for the INSERT SCHOOL, INSERT NAME, to INSERT PENALTY AND DEGREE (AND ANY RELEVANT TIMEFRAME) under the Student Academic Integrity Policy 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 the recommendation is not supported*

I have considered all of the available evidence and the recommendation from the Investigating Officer. I have decided that the recommendation is not supported and the penalty will not be applied.

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

*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.*

*Where the recommendation is supported*

I have considered all of the available evidence and the recommendation from the Investigating Officer. I have decided that the recommendation is supported and the penalty will be applied.

***MUST COMPLETE*** *– Provide reasons for the decision, including the evidence used to support the decision. This section can be provided in a separate attachment.*

Appeal

You may appeal either my decision and/or my penalty to the Student Conduct Appeals Committee by emailing dvc@une.edu.au by close of business (NSW time) INSERT DATE - minimum 20 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.

Yours sincerely

INSERT NAME

**Executive Principal, Education Futures**

CRICOS Provider Number: 00003G