Date

Student ID

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

TRIM Ref:

Dear NAME

Thank you for your appeal against the finding and/or the penalty applied under the Student Academic Integrity Policy for your INSERT ASSESSMENT NAME in the INSERT UNIT for INSERT TEACHING PERIOD. I am writing to provide you with an opportunity to provide further information in support of your appeal.

You are welcome to respond through either a written response or by attending an interview with me and INSERT DETAILS OF OTHER UNE STAFF. Interviews would usually take around XX minutes.

Your response, either in writing or via interview, must be provided by INSERT DATE *(minimum of ten working days from date of sending this letter)*. If you wish to meet via interview, I propose to hold the interview at PROVIDE TIME OR RANGE OF POTENTIAL DATES/TIMES via INSERT METHOD. Please contact INSERT NAME AND EMAIL ADDRESS to confirm the interview time.

You are welcome to bring a support person to the interview. A support person is someone who can provide you with support or advice during the investigation of a breach of academic integrity. A support person cannot be a member of the legal profession and during the interview, they cannot speak on your behalf.

Your response is encouraged as it will greatly assist in the resolution of this case. If you choose to not respond, I will make my decision considering your appeal and the evidence from the original investigation.

You may seek assistance with your response (other than from a UNE staff member involved in the case) and you may wish to contact an Independent Student Advocate at advocacy@une.edu.au or 02 6773 3116.

I look forward to hearing from you.

Yours sincerely

INSERT NAME

**Executive Principal, Education Futures or Chair, Student Conduct Appeals Committee**

CRICOS Provider Number: 00003G