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 my capacity as the Investigating Officer for potential breaches of the Student Academic Integrity Policy for the INSERT SCHOOL.

A potential breach of the Student Academic Integrity Policy in relation to your INSERT ASSESSMENT NAME in INSERT UNIT in INSERT TEACHING PERIOD has been reported to me.

***MUST COMPLETE -*** *Provide details of the report, including the details of the breach and the relevant clauses of the Policy that may have been breached (actually category of breach, not just clause number). Attach all relevant evidence such as TurnItIn reports or any other relevant documentation*

In accordance with the Policy, I have been appointed as the Investigating Officer for this case.

*Include if inviting written response or interview*

I would welcome your response to this report, including any explanation of the potential breach. 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.

*Include if organising a viva voce examination*

I am inviting you to attend a viva voce/written examination with me and INSERT DETAILS OF OTHER UNE STAFF to assist in the determination of authorship of the assessment task. During the examination, you will be asked to respond to a series of questions (through a question and answer format) OR respond in writing to a series of questions. This will give you an opportunity to provide us with evidence regarding your authorship of your submitted assessment. Examinations would usually take around XX minutes.

I propose to hold this examination at PROVIDE TIME OR RANGE OF POTENTIAL DATES/TIMES via INSERT METHOD. Please contact INSERT NAME AND EMAIL ADDRESS to confirm the examination time.

You are welcome to bring a support person to the examination. 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 examination, they cannot speak or perform any of the examination on your behalf.

If you do not choose to attend the viva voce examination, you may respond to the report in writing.

The examination or your written response, must be held or provided by INSERT DATE *(minimum of ten working days from date of sending this letter)*.

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 on the case in the absence of a defense.

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](mailto:advocacy@une.edu.au) or 02 6773 3116.

I look forward to hearing from you.

Yours sincerely

(Name of Investigating Officer) on behalf of

**Head of School – INCLUDE SCHOOL**

University of New England CRICOS Provider Number: 00003G