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.

I am writing to you to provide you with an opportunity to respond to this recommendation, including any reasons why you consider the penalty is inappropriate or not in accordance with the Policy.

You are welcome to respond in writing 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 considering the evidence available to date.

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

INSERT NAME

**Executive Principal, Education Futures**

CRICOS Provider Number: 00003G