Insert:

Date

Student ID

Student Name and email address

Dear

A complaint of academic misconduct concerning you has been referred to me by (staff member’s name) Insert a summary of the complaints circumstances, the assessment task and date and location of the incident (if appropriate); the relevant clause/s of the Student Academic Misconduct Rule that may have been breached and attach all relevant documentation to this letter.

The Student Academic Misconduct Rule and Procedures can be accessed here (insert links)

In accordance with the Procedures I have been appointed as the Investigating Officer designated for enquiries into the complaint against you.

I am inviting you to attend a meeting with me to discuss the complaint and the information provided to me. I have set up a meeting (face-to-face or electronically) for this purpose scheduled at (insert date, time and place of interview - no later than 10 working days from the date of the notification). If you wish to attend or reschedule the interview please contact me. The interview must be held by (date - no later than 10 working days from the date of the notification).

You may bring a support person to the meeting but they may not act as your advocate or make direct comment in the meeting, unless I, as convenor of the meeting, give permission for them to do so.

Alternatively, I invite you to provide an explanation and/or interpretation of the circumstances of the complaint in writing. Your written response must arrive not later than close of business (New South Wales Time) [insert date - no later than 10 working days from the date of the notification).

There is no need to be alarmed at this stage, but you must respond by providing an explanation for the circumstances raised in the complaint. If you do not respond, I am required by the Student Academic Misconduct Procedures to assume that there is merit to the complaint and I will then make my decision on the appropriate action to be taken. Please note the consequences can be serious and it is important that I hear from you.

I have listed below some sources of help and guidance when preparing your response.

I look forward to hearing from you.

Yours sincerely

(Investigating Officer) on behalf of

**Head of School**

Contact details – ensure you cite CRICOS Provider Number: 00003G

**For guidance:** (insert other sources if required)

* The School Referencing Guide and/or Unit Guide/Handbook
* Student Support <http://www.une.edu.au/current-students/support/student-support>
* Academic Skills Office <http://www.une.edu.au/tlc/aso/>
* Independent Student Advocate uni4me@une.edu.au