Insert:

Date

Student ID

Student Name and email address

TRIM Ref:

Dear

Thank you for attending a meeting OR your response to my recent communication regarding a complaint given to me about possible academic misconduct. OR Further to my recent communication of (insert date) to which I have had no response at the time of writing (or by the due date)

I have decided that:

the complaint of academic misconduct was not substantiated and have resolved to dismiss the complaint.

OR

I have decided that an act of academic misconduct has occurred as defined in Rule/s (insert Rule/s breached] of the Student Academic Misconduct Rule.

I have decided that the following penalty [more than one penalty may be applied] shall be applied:

that you are formally reprimanded, of which a record has been made.

that you are placed on probation for [insert period] for good behaviour when this and any new incidents that take place during this period will be considered for more severe sanction.

that you rewrite and resubmit the assessment task, or a comparable assessment task, with a reduction of [insert % - 20-50% of the mark the assessed task would have otherwise received]

that your assessment mark is reduced to [mark].

that your overall unit grade is reduced to [grade].

that the administrative grade of WUN (Withdrawn by University and Deemed to have Failed is awarded for [insert unit].

that your exclusion from the [course or unit] for [period) be recommended to the Executive Principal, Education Futures.\*

that your exclusion from the University for [period up to five years] be recommended to the Executive Principal, Education Futures.\*

that a recommendation will be made to the Executive Principal, Education Futures that you be expelled from the University.\*

1. that a recommendation be made to the Executive Principal, Education Futures that your award of the [title of degree] be revoked.\*

The reason for this determination is (insert reasons for your decision).

Delete the following or change as required: I strongly recommend you seek advice about how to reference appropriately/study skills etc from: (insert relevant information)

You may appeal either my decision and/or my penalty to the Executive Principal, Education Futures by responding to this communication not later than close of business (NSW time) [date – 10 working days from the date of this notification - except when the penalty will lead to the suspension or termination of a student’s enrolment twenty (20) working days from the date of this notification]] using the following email address [EP-Educationfutures@une.edu.au](mailto:EP-Educationfutures@une.edu.au).

In drafting your appeal, you should focus on Clause 36 of the [Student Coursework Academic Misconduct Procedures](https://policies.une.edu.au/document/view-current.php?id=304). If your appeal does not demonstrate how the original investigation did not conform to the Rule and/or the Procedures and/or that the evidence did not support the original decision it will be dismissed. You may approach any member of the University (except any member associated directly with the original investigation or determination of your appeal) or an Independent Student Advocate at [advocacy@une.com.au](mailto:advocacy@une.com.au) to help in the preparation of your appeal and/or accompany you at any appeal interview.

The University will maintain your enrolment until the appeal process is complete.

If no appeal is received by the date detailed above, the necessary administrative action will proceed.

*Insert the following for a Student visa holder where the determination/recommendation is to terminate their enrolment.*

If your enrolment is terminated the University, under Commonwealth legislation, is obliged to notify the Secretary of the Department of Education via PRISMS and your Confirmation of Enrolment will be cancelled (this may also impact your Student Visa). If you submit an appeal by the due date, this action will be paused until the outcome of the appeal is given to you.

Yours sincerely

(Investigating Officer) on behalf of

**Head of School**

**University of New England** CRICOS Provider Number: 00003G

Cc Manager of International Services and Compliance (if a Student visa holders enrolment could be terminated)

\* If the student wishes to appeal a recommendation they must appeal to the Executive Principal, Education Futures not to apply the penalty. The Executive Principal, Education Futures will then determine whether to uphold the appeal or impose the penalty. If the Executive Principal, Education Futures imposes the penalty the student has a further right of appeal to the Student Conduct Appeals Committee.

**PLEASE REMOVE BEFORE SENDING**

Correspondence MUST be sent to the student's official UNE email address (obtainable from the student database) but at your discretion other known private email addresses may be added as a 'CC'. Retain copies of all emails in the Student’s Academic Misconduct File. You must note the TRIM reference for this letter on the document, ie the letter must be TRIMMED before it is sent to the student.