Insert:

Date

Student ID

Student Name and email address

Dear

I have received your appeal against the determination of the (insert name e.g. Head of School or Investigating Officer), of (insert details of finding, nature of academic misconduct).

I invite you to meet with me, and (insert name if you decide to have another person present at the interview or SCAC), to discuss your appeal on (insert date, time place). 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).

A copy of the information provided to me is enclosed. Please contact me within five working days, of the date of this letter, to advise whether you will or will not attend the meeting. If you do not attend or provide a written response I (or SCAC) will make a decision about the matter in your absence.

Yours sincerely

**Pro Vice-Chancellor (Academic) or Chair, Student Conduct Appeals Committee**

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