**Minute to:** Vice-Chancellor

**STUDENT COURSEWORK ACADEMIC MISCONDUCT RULES/STUDENT BEHAVIOURAL MISCONDUCT RULES RATIFICATION OF PENALTY OF** [EXPULSION / REVOCATION OF AWARD]

Insert details and reason/s for recommendation e.g.

Student:

ID:

Course:

Unit:

Submission:

Residential College:

I submit the following to you (provide all evidence and documentation relating to the case e.g.:

* a copy of the original submission for assessment/the analysis of the submission;
* the actions/behaviour of the student
* the student's original response;
* the findings and decision of the investigating officer;
* the student's appeal against the investigating officer’s decision; and
* the findings and decision of the [Appeal Officer or Student Conduct Appeals Committee]

In [my or the Committee's] view there is sufficient evidence in these documents to warrant the severest sanctions open to the University in this case and, therefore, the Vice-Chancellor's ratification is sought in accordance with Rule [enter as appropriate] for the penalty of [EXPULSION/REVOCATION OF AWARD]

**Appeal Officer** (not nominee)

or

**Chair, Student Conduct Appeals Committee**