SAMPLE DOCUMENTATION ISSUED UNDER
STUDENT ACADEMIC INTEGRITY AND MISCONDUCT
POLICY & PROCEDURE

Note: These template letters/reports are provided for your guidance. You will need to adapt them according to the specific circumstances of the case, and considerable modification may be needed in some situations.

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# STAGE 1 PRELIMINARY ANALYSIS BY LIC

## LETTER 1.1 Advice of Lecturer in Charge’s decision that matter will not proceed to investigation. Sent by the Lecturer in Charge to the staff member who detected possible academic misconduct.

**Memorandum to:** <Name of staff member>
<School/Organisational Unit>

**Date:** <Date>

**Subject:** Possible academic misconduct - <student name and ID>
<unit code and title>

Thank you for <meeting, telephoning, emailing> me on <date> to <discuss, report> possible academic misconduct in relation to work submitted for assessment < task identification>.

Following a preliminary analysis of the relevant materials, I am satisfied that the student did not act inappropriately or dishonestly in relation to this matter. Accordingly, the matter should not proceed to investigation.

The reason for my decision is <itemise reasons>.

I want to thank you for bringing your concerns to my attention.

Yours sincerely

<Name and position>

Lecturer in Charge, <unit code and title>

<School/Organisational Unit>

* To be sent to the staff member who detected the possible academic misconduct
* Copy retained by the LIC

## LETTER 1.2 Acknowledgement of report of academic misconduct by an external party. Sent by Academic Integrity Team to external party.

<Date>

<Name of external party>

<External party email address>

Dear <Name of external party>,

**Allegation of academic misconduct by an ACU student**

This is to acknowledge receipt of your report of alleged academic misconduct by an ACU student on <date>.

The information you provided is being considered and any relevant action will be taken under the appropriate University policy.

As per the University’s privacy policies, the University will not release the personal information of any student, or the details of any action taken by the University in response, to you or any other third party.

Yours sincerely,

<Name >

Academic Integrity Team

* To be sent to the external party
* Copy sent to the LIC
* Copy retained by the AIT

## LETTER 1.3 Notification of the LIC’s decision that the student has engaged in poor academic practice. Sent by the Academic Integrity Team to student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Poor academic practice - Assessment task <number> in <unit code> <unit title>**

I am writing to you in connection with the detection of potential academic misconduct by <name of Lecturer in Charge (unit code)>. A concern has arisen that in <identify assessment task> <set out specifics of the alleged irregularity, including any relevant evidence to support the concern>.

Based on all the information available, the Lecturer in Charge,<name of LIC>, is satisfied that you did not meet the expected academic standards in relation to this matter, but has determined that <this arose from a lack of experience / there was no significant academic advantage gained / this arose from a lack of experience and there was no significant academic advantage gained>. For this reason, <name of LIC> has determined that you have engaged in poor academic practice.

**What does this mean?**

A determination of poor academic practice is not a finding of academic misconduct but is made where a student has been found to have misunderstood the requirements of academic integrity and/or good academic practice.

You should be aware that a determination of poor academic practice can only be made where there has been no more than two findings of poor academic practice or any finding of academic misconduct in any previous study period. After this, any further matter(s) will be dealt with as academic misconduct.

**What you need to do now**

Your assessment task will be marked as submitted but you are required to undertake the following education to improve your academic skills:

* <insert any mandatory academic skills education> which must be completed **no later than <insert due date>**

When you have successfully completed the mandatory education, contact the Academic Integrity Team (academic.integrity@acu.edu.au) to confirm the education is complete. This matter may be escalated to academic misconduct if you fail to participate as directed.

**Additional supporting resources**

{{To be included where the student is given **suggested** academic skills education}} It is also suggested that you undertake the following education to improve your academic skills:

* <insert **suggested** educational resources>

**What will happen next**

This information will be held on your student file and will be referenced should any future academic misconduct be identified.

**Can you seek a review of this decision?**

If you wish to seek a review of this decision you should complete the RV form *Application for Review under Student Appeals Policy* and submit it to our office via email (academic.integrity@acu.edu.au), for review by another Academic Integrity Officer who has not been involved in the decision. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

**Need more information?**

If you have any questions regarding expectations regarding academic integrity, please contact your Lecturer in Charge, the Academic Skills Unit, or the Library, who will be happy to assist you.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name of LIC/AIO>, <School/Organisational Unit>

* To be sent to the student
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Recorded on the student’s file by the AIT

# STAGE 2 INVESTIGATION OF ALLEGATION BY AIO

## LETTER 2.1 Advice of Academic Integrity Officer’s decision that the evidence does not support the allegation. Sent by the Academic Integrity Team to the Lecturer in Charge.

**Memorandum to:** <Name>
Lecturer in Charge, <unit code and title>
<School/Organisational Unit>

**Date:** <Date>

**Subject:** Possible academic misconduct - <student name and ID>
<unit code and title>

Thank you for referring possible academic misconduct to the Academic Integrity Officer, <name of AIO> on <date> in relation to work submitted by the above student for assessment < task identification>.

Following an investigation of the relevant materials, the Academic Integrity Officer, <name of AIO> is satisfied that the evidence does not support the allegation in relation to this matter. Accordingly, no further action will be taken.

The reason for their decision is <itemise reasons>.

I want to thank you for referring the matter for investigation.

Yours sincerely

<Name >

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the LIC
* Copied to the staff member who detected the possible academic misconduct
* Copied to the AIO
* Copy retained by the AIT

## LETTER 2.2 Allegation notice. Sent from the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

<ACU email address>

Dear <Name of student>,

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

I am writing to you in connection with an allegation of academic misconduct which has been reported by <name of Lecturer in Charge (unit code)>. A concern has arisen that in <identify assessment task> <set out specifics of the alleged irregularity or breach, including relevant evidence to support the allegation/concern>.

The information has been referred to the Academic Integrity Officer, <name of AIO> who is responsible for investigating the alleged academic misconduct. <Name of AIO> considers that the allegation has substance and will proceed with an investigation.

**What you need to do now**

I would like to offer you the opportunity to <review, inspect> the documentation relevant to the alleged academic misconduct and to submit a written response addressing this allegation within 10 working days of this notification. <Detail any explanation, information or evidence you are specifically requesting from the student to assist with the investigation>. Please submit any written response by email to academic.integrity@acu.edu.au

{{To be included only where an interview is requested}} <Name of AIO> would also like to request that you attend an interview to discuss this matter. Please contact <Name of AIO> by email <email address> by <date> to arrange a time. {{Must be included where AIO has not requested interview}} <Name of AIO> would also like to give you the opportunity to request an interview either face-to-face, by telephone or by Zoom to discuss this matter. This is not compulsory but if you would like to request an interview, please contact <Name of AIO> by email <email address> by <date> to arrange an appointment.> You may choose to be accompanied by a support person in any discussion or meeting. clause (9) of the *Student Academic Misconduct Procedure* sets out the limits on who you may choose as a support person and their role in any meeting or discussion.

Any information you provide by submitting a written statement or by participating in an interview, will be used by ACU to assess the allegation against you.

You are also required to review the *Student* *Academic Integrity and Misconduct Policy* and *Student Academic Misconduct Procedure* under which this matter will be investigated (available at [Student Academic Integrity and Misconduct Policy and Student Academic Misconduct Procedure](https://policies.acu.edu.au/student_policies/student_academic_integrity_and_misconduct_policy)).

**What will happen next**

<Name of AIO> will proceed to investigate this allegation, regardless of whether you have chosen to provide a written response <or meet>.

You will be advised of the outcome within 10 working days from either the receipt of your response or if no response is received, the due date for that response.

At this stage no result for <unit code and title> can be finalised for you until the investigation is completed.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the academic misconduct process and your responsibilities and options. You should:

1. Review their [Responding to an allegation of academic misconduct](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/academic-misconduct) resource which has been designed as a starting point for you to understand your options where it is alleged that you have engaged in academic misconduct.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the student
* Copy sent to the AIO
* Copy sent to the LIC
* Copy retained by the AIT

## LETTER 2.3 Notification of the Academic Integrity Officer’s decision that the student has engaged in poor academic practice. Sent by the Academic Integrity Team to student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Poor academic practice - Assessment task <number> in <unit code> <unit title>**

{{Only include the following two paragraphs where no allegation notice was issued}} I am writing to you in connection with a referral of suspected <poor academic practice/academic misconduct> by <name of Lecturer in Charge (unit code)>.

Based on all the information available, the Academic Integrity Officer who investigated,<name of AIO>, is satisfied that you did not meet the expected academic standards in relation to this matter, but has determined that <this arose from a lack of experience / there was no significant academic advantage gained / this arose from a lack of experience and there was no significant academic advantage gained>. For this reason, <name of AIO> has determined that you have engaged in poor academic practice.

{{Only include the following two paragraphs where allegation notice was issued}} I am writing to you in connection with an allegation of academic misconduct which has been referred for investigation by <name of Lecturer in Charge (unit code)>, details of which were set out in the allegation notice to you dated <date>.

The allegation has now been investigated by the Academic Integrity Officer, <name of AIO>. Based on all the information available, <name of AIO> is satisfied that you did not meet the expected academic standards in relation to this matter, but has determined that <this arose from a lack of experience / there was no significant academic advantage gained / this arose from a lack of experience and there was no significant academic advantage gained>. The allegation of academic misconduct is dismissed, however, it has been determined that you have engaged in poor academic practice.

**What does this mean?**

A determination of poor academic practice is not a finding of academic misconduct but is made where a student has been found to have misunderstood the requirements of academic integrity and/or good academic practice.

You should be aware that a determination of poor academic practice can only be made where there has been no more than two findings of poor academic practice or any finding of academic misconduct in any previous study period. After this, any further matter(s) will be dealt with as academic misconduct.

**What you need to do now**

Your assessment task will be marked as submitted but you are required to undertake the following education to improve your academic skills:

* <insert any mandatory academic skills education> which must be completed **no later than <insert due date>**

When you have successfully completed the mandatory education, contact the Academic Integrity Team (academic.integrity@acu.edu.au) to confirm the education is complete. This matter may be escalated to academic misconduct if you fail to participate as directed.

**Additional supporting resources**

{{To be included where the student is given **suggested** academic skills education}} It is also suggested that you undertake the following education to improve your academic skills:

* <insert **suggested** educational resources>

**What will happen next**

This information will be held on your student file and will be referenced should any future academic misconduct be identified. {{To be included only where an allegation notice has been issued and this letter is issued after results release}} Your result for the unit will now be finalised by the Lecturer in Charge..

**Can you seek a review of this decision?**

If you wish to seek a review of this decision you should complete the RV form *Application for Review under Student Appeals Policy* and submit it to our office via email (academic.integrity@acu.edu.au), for review by another Academic Integrity Officer who has not been involved in the decision. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

**Need more information?**

If you have any questions regarding expectations regarding academic integrity, please contact your Lecturer in Charge, the Academic Skills Unit, or the Library, who will be happy to assist you.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name of LIC/AIO>, <School/Organisational Unit>

* To be sent to the student
* Copy to the sent to the AIO
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Recorded on the student’s file by the AIT

## LETTER 2.4 Notification of the Academic Integrity Officer’s decision that allegation is dismissed, and no further action will be taken. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

I am writing to you in connection with the allegation of academic misconduct which has been referred for investigation by <name of Lecturer in Charge (unit code)>, details of which were set out in the letter to you dated <date>.

The allegation has now been investigated by the Academic Integrity Officer, <name of AIO>. Based on all the information available, <name of AIO> is satisfied that you did not act inappropriately or dishonestly in relation to this matter. Accordingly, the allegation is dismissed and no further action is necessary.

Your result for the assessment will now be finalised by the Lecturer in Charge.

All students need to be aware of the University’s requirements for academic integrity, and the consequences of academic misconduct under the [Student Academic Integrity and Misconduct Policy and Student Academic Misconduct Procedure](https://policies.acu.edu.au/student_policies/student_academic_integrity_and_misconduct_policy), to which you have previously been referred.

Best wishes for your future studies.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the student
* Copy to be sent to the AIO
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Copy retained by the AIT

## LETTER 2.5 Notification of the Academic Integrity Officer’s decision where academic misconduct is proven and where an appropriate penalty is available under the Policy. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

Further to the allegation notice of <date> <and your discussion/submission on date>, the Academic Integrity Officer, <name of AIO> has now completed their investigation of the allegation of academic misconduct by you in relation to the assessment < task identification> in the unit <unit code and title>.

The basis for the allegation of academic misconduct was <itemise specifics of the allegation>.

You indicated <summarise response/the case presented by the student>.

In undertaking their investigation, <name of AIO> <outline nature of process pursued by AIO>.

Based on all the information available, the Academic Integrity Officer, <name of AIO> has determined that you have engaged in academic misconduct on this occasion. Particulars of their findings are that you have engaged in <specific type of academic misconduct>. <Detail the nature of the breach and the reasons for the decision and evidence which supported the finding; quote relevant policies as appropriate>.

In accordance with the *Student Academic Integrity and Misconduct Policy*, the Academic Integrity Officer, <name of AIO> has determined that <nature of penalty>.

**What you need to do now** {{To be included only where student is given mandatory academic skills education}}

You are <also> required to undertake the following mandatory education to improve your academic skills which must be completed **no later than <insert due date>**:

* <insert any mandatory academic skills education>.

When you have successfully completed the mandatory education, contact the Academic Integrity Team (academic.integrity@acu.edu.au) to confirm the education is complete. Your results will be withheld until this evidence is provided.

**Additional supporting resources**{{To be included where student is given **suggested** academic skills education}}

It is also recommended that you contact and book a meeting with an [Academic Skills Advisor](https://www.acu.edu.au/student-life/student-services/academic-skills-development) to discuss academic writing skills and undertake the following education to improve your academic skills:

* <insert **suggested** educational resources>

**What will happen next?**

A copy of all relevant correspondence and the finding of academic misconduct will be held on your student file and the decision will be recorded on the University’s central register of academic misconduct. {{To be included only where the letter is issued after results release}} Your result for the unit will now be finalised by the Lecturer in Charge. {{To be included only where student is given mandatory academic skills education}}<This result will be withheld from you until you have notified the Academic Integrity Team of the completion of the mandatory education>.

**Can you seek a review of this decision?**

If you wish to seek a review of this decision you should complete the RV form *Application for Review under Student Appeals Policy* and submit it to our office via email (academic.integrity@acu.edu.au), for review by another Academic Integrity Officer who has not been involved in the decision. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

If the penalty affects your course progression, you may also wish to make an appointment with your Course Coordinator.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the student
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Copy to the AIO
* Copies to the Head of School
* AIT to upload the finding and documentation as a misconduct record on the student’s file
* AIT to record finding on the central register of academic misconduct
* Copy retained by the AIT

## LETTER 2.6 Notification of the Academic Integrity Officer’s decision where academic misconduct for submission of a fraudulent document is proven. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

The provision of fraudulent information in relation to the unit <unit code and title> has been referred to an Academic Integrity Officer by the Academic Registrar for a determination of academic misconduct. Details of the allegation, the investigation and the outcome under the *Dealing with Instances of Fraudulent Information Policy* were set out in the letter to you dated <date>.

Based on the recommendation of the Academic Registrar and all the information available, the Academic Integrity Officer, <name of AIO> has determined that you have engaged in academic misconduct on this occasion. The case has been substantiated by the investigation and the evidence which supported the finding of the Academic Registrar under the *Dealing with Instances of Fraudulent Information Policy*.

In accordance with the *Student Academic Integrity and Misconduct Policy*, the Academic Integrity Officer, <name of AIO> <has applied a mark of zero (0) or ‘unsatisfactory’ for the assessment OR has recommended that a fail grade NN with a mark of zero (0) be applied overall in the unit OR has determined that the penalty that can be imposed by an Academic Integrity Officer is insufficient to deal with the matter> and the allegation must be referred to a Faculty Academic Misconduct Committee for determination>. <If there has been an upgrade to the penalty recommended by the Academic Registrar, the explanation, e.g., detail of prior instances of academic misconduct should be explained.>

**What will happen next?**

A copy of all relevant correspondence and the finding of academic misconduct will be held on your student file and the decision will be recorded on the University’s central register of academic misconduct. {{To be included only where the letter is issued after results release}} Your result for the unit will now be finalised by the Lecturer in Charge.

**Can you seek a review of this decision?**

If you wish to seek a review of this decision you should complete the RV form *Application for Review under Student Appeals Policy* and submit it to our office via email (academic.integrity@acu.edu.au), for review by another Academic Integrity Officer who has not been involved in the decision. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

If the penalty affects your course progression, you may also wish to make an appointment with your Course Coordinator.

Yours sincerely,

<Name>

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the student
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Copy to the AIO
* Copies to the Head of School
* Copy to the Academic Registrar
* AIT to upload the finding and documentation as a misconduct record on the student’s file

## LETTER 2.7 Advice of the Academic Integrity Officer’s decision to refer allegation of academic misconduct to a Faculty Academic Misconduct Committee. Sent by the Academic Integrity Team to an Executive Dean.

**Memorandum to:** <Name of Executive Dean>
<Faculty>

**Date:** <Date>

**Subject:** Alleged academic misconduct - <student name and ID>
<unit code and title>

An allegation of academic misconduct by the above student has been made. Details of the case are set out below.

**Nature of alleged breach:**

**Evidence of the basis on which the allegation is based:***(for example include reference to and copies of other resources which are considered to have been plagiarised, evidence from text matching software or evidence of collusion or recycling)*

**Any explanations and/or admissions by the student:**

After investigation of all the information available, the Academic Integrity Officer, <name of AIO> has determined that the penalty that can be imposed by an Academic Integrity Officer is insufficient to deal with the matter and the allegation must be referred to a Faculty Academic Misconduct Committee for determination.

This matter is now formally being referred to you in accordance with the *Student Academic Integrity and Misconduct Policy* and *Student Academic Misconduct Procedure*.

<Name >

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the Executive Dean
* Copy to the AIO
* Copy retained by the AIT

## LETTER 2.8 Notification of the Academic Integrity Officer’s decision that the finding of poor academic practice will be converted to a finding of academic misconduct due to refusal to participate in mandatory academic skills development. Sent by the Academic Integrity Team to student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

I am writing to you in connection with an allegation of academic misconduct which was referred for investigation by <name of Lecturer in Charge (unit code)>, details of which were set out in the allegation notice to you dated <date>.

The original determination was set out in the outcome letter sent to you dated <date>; the allegation of academic misconduct was dismissed, however, it was determined that you had engaged in poor academic practice.

The outcome letter included information about compulsory education that you needed to undertake to improve your academic skills. This education was due for completion by <date>.

Our records show that you have not completed this education. You are being provided with an additional 5 working days to fulfil this requirement. After this time lapses, as permitted under clause (47) of the Student Academic Misconduct Procedure, the matter will be penalised as academic misconduct.

**What you need to do now**

You are required to undertake the following education to improve your academic skills:

* <insert any mandatory academic skills education from letter 2.3> which must be completed **no later than <insert due date>**

When you have successfully completed the mandatory education, contact the Academic Integrity Team (academic.integrity@acu.edu.au) to confirm the education is complete.

**What will happen next**

If you do not complete this education by the date listed above, a determination of academic misconduct will be made. Any finding of academic misconduct will be held on your student file and the decision will be recorded on the University’s central register of academic misconduct.

**Can you seek a review of this decision?**

If you do not complete the mandatory education and a determination of academic misconduct is made, you may seek a review of this decision. You should complete the RV form *Application for Review under Student Appeals Policy* and submit it to our office via email (academic.integrity@acu.edu.au), for review by another Academic Integrity Officer who has not been involved in the decision. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

**Need more information?**

If you have any questions regarding expectations regarding academic integrity, please contact your Lecturer in Charge, the Academic Skills Unit, or the Library, who will be happy to assist you.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the student
* Copy to the sent to the AIO
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Recorded on the student’s file by the AIT
* Copy retained by the AIT

{If the student fails to complete the mandatory education}

* AIT to upload the finding and documentation as a misconduct record on the student’s file
* AIT to record finding on the central register of academic misconduct
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Copies to the Head of School

# STAGE 3 ACTION BY FAMC

## LETTER 3.1 Notification of the Academic Integrity Officer’s decision to refer allegation to a Faculty Academic Misconduct Committee. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>,

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

Further to the allegation notice of <date> <and your discussion/submission on date>, the Academic Integrity Officer, <name of AIO> has now completed their investigation of the allegation of academic misconduct by you in relation to the assessment < task identification> in the unit <unit code and title>.

The basis for the allegation of academic misconduct was <itemise specifics of the allegation>.

You indicated <summarise response/the case presented by the student>.

In undertaking their investigation, <name of AIO> <outline nature of process pursued by AIO>.

The Academic Integrity Officer, <name of AIO> has formed a view that the penalties available to them are insufficient in this case.

**What does this mean?**

In accordance with the *Student Academic Integrity and Misconduct Procedure*, the matter will now be referred to a Faculty Academic Misconduct Committee, chaired by the Executive Dean, <name>, Faculty of <Faculty name> for determination.

**What you need to do now**

I would like to offer you the opportunity to either submit a <further> written response within 10 working days of this notification and/or to attend the committee meeting. <Detail any explanation, information or evidence you are specifically requesting from the student to assist with the investigation>. If you elect to attend the meeting in person, you must notify our office within five (5) working days and we will proceed to arrange the meeting. You will be given at least five (5) working days notice of the meeting time, date, and location. You may choose to be accompanied by a support person in any discussion or meeting. clause (9) of the *Student Academic Misconduct Procedure* sets out the limits on who you may choose as a support person and their role in any meeting or discussion.

Any information you provide by submitting a written statement or by participating in the meeting, will be used by ACU to assess the allegation against you.

You are also required to review the *Student Academic Integrity and Misconduct Policy* and *Student Academic Misconduct Procedure* under which this matter will be investigated (<https://policies.acu.edu.au/student_policies/academic_integrity_and_misconduct_policy>).

**What will happen next**

Should you choose not to provide a written response or attend the Faculty Academic Misconduct Committee meeting, the Committee will nevertheless proceed to investigate this allegation.

You will be advised of the outcome within 10 working days from either the receipt of your response or, if no response is received, the due date for that response.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the academic misconduct process and your responsibilities and options. You should:

1. Review their [Responding to an allegation of academic misconduct](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/academic-misconduct) resource which has been designed as a starting point for you to understand your options where it is alleged that you have engaged in academic misconduct.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

Yours sincerely,

<Name>

<Academic Integrity Team>

On behalf of <name of AIO>, <School/Organisational Unit>

* To be sent to the student
* Copy to the AIO
* Copy retained by the AIT

## LETTER 3.2 Notification of a Faculty Academic Misconduct Committee’s decision that allegation is dismissed but student has engaged in poor academic practice. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>

**Allegation of academic misconduct - Assessment task <number> in <unit code> <unit title>**

I am writing to you in connection with an allegation of academic misconduct which has been referred for investigation by <name of Academic Integrity Officer>, details of which were set out in the allegation notice to you dated <date>.

The allegation has now been investigated by the Faculty Academic Misconduct Committee, chaired by <name of Exec. Dean>. Based on of all the information available, the Committee is satisfied that you did not act inappropriately or dishonestly in relation to this matter and therefore the allegation is dismissed. However, it has been determined that you have engaged in poor academic practice.

**What does this mean?**

A determination of poor academic practice is not a finding of academic misconduct but is made where a student has been found to have misunderstood the requirements of academic integrity and/or good academic practice.

You should be aware that a determination of poor academic practice can only be made for very minor contraventions of the expected academic standards and is applicable only to inexperienced students in their <first eight undergraduate/first eight sub-bachelor/first four postgraduate> units. Further, no more than two findings of poor academic practice can be made before matters will be dealt with as academic misconduct.

**What you need to do now** {{To be included only where student is given mandatory academic skills education}}

You are <also> required to undertake the following mandatory education to improve your academic skills which must be completed **no later than <insert due date>**:

* <insert any mandatory academic skills education>.

When you have successfully completed the mandatory education, contact the Academic Integrity Team (academic.integrity@acu.edu.au) to confirm the education is complete.

**Additional supporting resources**{{To be included where student is given **suggested** academic skills education}}

It is also recommended that you contact and book a meeting with an [Academic Skills Advisor](https://www.acu.edu.au/student-life/student-services/academic-skills-development) to discuss academic writing skills and undertake the following education to improve your academic skills:

* <insert **suggested** educational resources>

**What will happen next**

This information will be held on your student file and will be referenced should any future academic misconduct be identified. {{To be included only where the letter is issued after results release}} Your result for the unit will now be finalised by the Lecturer in Charge..

**Can you appeal this decision?**

If you wish to appeal against this decision you should complete the RX form *Application for Appeal under Student Appeals Policy* and submit it to our office for review by the University Appeals Committee. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

**Need more information?**

If you have any questions regarding expectations regarding academic integrity, please contact your Lecturer in Charge, the Academic Skills Unit, or the Library, who will be happy to assist you.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name, Executive Dean & Chair, Faculty Academic Misconduct Committee>

* To be sent to the student
* Copy to the AIO
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Recorded on the student’s file by the AIT

## LETTER 3.3 Notification of a Faculty Academic Misconduct Committee’s decision that allegation is dismissed and no further action will be taken. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>

**Allegation of academic misconduct – Assessment task <number> in <unit code> <unit title>**

I am writing to you in connection with an allegation of academic misconduct which has been referred for investigation by <name of Academic Integrity Officer>, details of which were set out in the letter to you dated <date>.

The allegation has now been investigated by the Faculty Academic Misconduct Committee. Based on all the information available, the Committee is satisfied that you did not act inappropriately or dishonestly in relation to this matter. Accordingly, the allegation is dismissed and no further action is necessary.

It is important for all students to be aware of the University’s requirements for academic integrity, and the consequences of academic misconduct under the [Student Academic Integrity and Misconduct Policy and Student Academic Misconduct Procedure](https://policies.acu.edu.au/student_policies/student_academic_integrity_and_misconduct_policy), to which you have previously been referred.

Best wishes for your future studies.

Yours sincerely,

<Name>

Academic Integrity Team

On behalf of <name, Executive Dean & Chair, Faculty Academic Misconduct Committee>

* To be sent to the LIC
* Copy to the AIO
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Copy retained by the AIT

## LETTER 3.4 Notification of a Faculty Academic Misconduct Committee’s decision that academic misconduct is proven. Sent by the Academic Integrity Team to the student.

<Date>

<Full name of student>

<Student’s address>

<Student ID>

< ACU email address>

Dear <Name of student>

**Allegation of academic misconduct – Assessment task <number> in <unit code> <unit title>**

Further to the allegation notice of <date> <and your submission/meeting on date>, the Faculty Academic Misconduct Committee, chaired by <name of Exec. Dean> has now completed their investigation of the allegation of academic misconduct by you in relation to the assessment < task identification> in the unit <unit code and title>.

The basis for the allegation of academic misconduct was <itemise specifics of the allegation>.

You indicated <summarise response/the case presented by the student>.

In undertaking their investigation the Committee <outline the nature of the process pursued by FAMC>.

Based on all the information available, the Faculty Academic Misconduct Committee has determined that you have engaged in academic misconduct on this occasion. Particulars of their findings are that you have engaged in <specific type of academic misconduct>. <Detail the nature of the breach and the reasons for the decision and evidence which supported the finding; quote relevant policies as appropriate>.

In accordance with the *Student Academic Integrity and Misconduct Policy*, the Faculty Academic Misconduct Committee has determined that <nature of penalty>.

**What you need to do now** {{To be included only where student is given mandatory or suggested academic skills education}}

You are <also> required to undertake the following mandatory education to improve your academic skills:

* <insert educational resources>
* <insert any mandatory academic skills education> which must be completed **no later than <insert due date>**.

When you have successfully completed the mandatory education, contact the Academic Integrity Team (academic.integrity@acu.edu.au) to confirm the education is complete. Your results will to be withheld until this evidence is provided.

{{To be included where student is given **suggested** academic skills education}} It is also suggested that you undertake the following education to improve your academic skills:

* <insert **suggested** educational resources>

**What will happen next?**

A copy of all relevant correspondence and the finding of academic misconduct will be held on your student file and the decision will be recorded on the University’s central register of academic misconduct. {{To be included only where the letter is issued after results release}} Your result for the unit will now be finalised by the Lecturer in Charge. {{To be included only where student is given mandatory academic skills education}}<This result will be withheld from you until you have notified the Academic Integrity Team of the completion of the mandatory education>.

**{{To be included only for students who are having their enrolment terminated}}** You should also be aware that:

* a student who wishes to return to ACU following a period of termination and exclusion on academic misconduct grounds must apply for re-admission or reapply for admission by following the relevant direct application process
* a student may not be granted credit towards any program for any study or learning undertaken elsewhere during any period of exclusion from this or another University or other educational institution>

**{{To be included only for international students studying in Australia on a student visa and ONLY IN CASES WHERE THE DECISION IS TO SUSPEND OR TERMINATE THE STUDENT’S ENROLMENT}}**

**Implications of suspension/termination of enrolment for student visa holders**

Student visa condition 8202 requires student visa holders to remain enrolled in a registered course whilst studying in Australia. As a result of the <suspension/termination> of your enrolment, you will be reported to the Department of Home Affairs (DHA) at either the conclusion of the 20 working day period (if you decided not to appeal under the *Student Appeals Policy*) or at the conclusion of the appeal process, should your appeal be unsuccessful.

In accordance with the ESOS Act 2000, DHA may proceed to cancel the visa of international students who are excluded and reported for non-enrolment. A student who has a visa cancelled is likely to have a three-year exclusion period imposed and may be unable to study in Australia for three years. You are strongly encouraged to contact ACU International for advice.

**When will I be reported to the Department of Home Affairs (DHA)?**

You will be notified in writing before the University reports your <suspension/termination> to the Department of Home Affairs. A separate notification letter will be sent to you advising you of the University’s intention to report. Details of the appeal process will be provided to you in that letter.

**Can you appeal this decision?**

If you wish to appeal against this decision you should complete the RX form *Application for Appeal under Student Appeals Policy* and submit it to our office for review by the University Appeals Committee. Any such application should be submitted within 20 working days of your receipt or deemed receipt of this letter.

**Who can I contact for help?**

General advice is available from [AskACU](https://acu.service-now.com/askacu). The Student Advocacy Service can also assist you in understanding the appeals process and your responsibilities and options. You should:

1. Review their [Student appeals resources](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/student-appeals-process) to understand the nature of an appeal and the appeals process.

2. After reviewing the resource, consider [booking an appointment](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/appointment-information) with them if you require further assistance in the matter.

If the penalty affects your course progression, you may also wish to make an appointment with your Course Coordinator.

Yours sincerely,

<Name >

Academic Integrity Team

On behalf of <name, Executive Dean & Chair, Faculty Academic Misconduct Committee>

* To be sent to the student
* Copy to the AIO,
* Copies to the LIC and the staff member who detected the possible academic misconduct
* Copies to the Head of School
* AIT to upload the finding and documentation as a misconduct record on the student’s file
* AIT to record finding on the central register of academic misconduct

Copy retained by the AIT

# ALL STAGES

## FILE NOTES

It is recommended that a formal record be kept of discussions with a student on any matter falling or potentially falling under the Academic Integrity and Misconduct Policy.

|  |  |
| --- | --- |
| Student name |  |
| Student ID |  |
| Course |  |
| Campus |  |
| Semester/Year |  |
| Unit/s the subject of discussion (if relevant) |  |
| Date of interview |  |
| Staff member conducting interview |  |
| Any other staff member present |  |
| Any support person for student in attendance |  |
| Student semester address |  |
| Student phone contact number/s |  |
| Student email address |  |

Process undertaken

Issues discussed

Outcome of discussion

Reasons for outcome/decision

Action taken

Signature of person conducting interview

Date

## RUNNING SHEET

The purpose of the Running Sheet is to maintain a chronological record of all contacts made during the investigation of academic misconduct. Reference should be made to File Notes for detailed information of the contacts and actions taken.

|  |  |
| --- | --- |
| **Staff member** |  |
| **Student name** |  |
| **Student ID** |  |
| **Unit and Course** |  |
| **Campus** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Contact details/activity** | **Initials** |
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## Interview/meeting guideline

The purpose of the interview/meeting guideline is to ensure that the meeting is procedurally fair.

1. Any interview/meeting with a student should be started with a clear explanation of the purpose of the meeting.
2. AIO
* The Lecturer in Charge <name> has identified that there appears to be academic misconduct in your assessment for <unit code and unit name> and has decided to refer it to me as an Academic Integrity Officer for further investigation.
* The purpose of this meeting is to seek further information from you to inform my decision and give you an opportunity to respond to the allegation. You will also be able to share any information or evidence you have. It will help me decide whether or not a breach has occurred; and if it has, what form of penalty (if any) should be applied.
* There will be the opportunity for us to discuss your understanding of academic misconduct, how you went about preparing this assessment, how you researched it etc; as well as informing my decision, this will also assist you to better understand academic integrity and how to work with integrity.
* You may also take this opportunity to explain any mitigating circumstances you may have been subject to at the time you were preparing the assessment.
1. FAMC
* An Academic Integrity Officer <name> has investigated an allegation of academic misconduct in <unit code and unit name>.
* Following their investigation, they have decided to refer the allegation to a Faculty Academic Misconduct Committee.
* The purpose of this Committee meeting is to seek further information from you to inform our decision and give you an opportunity to respond to the allegation.
1. Introduce everyone who is present at the meeting and their role
	* (where relevant) I am the Academic Integrity Officer and my role is to investigate alleged academic misconduct, make a decision as to whether academic misconduct has occurred and either dismiss the allegation, apply a penalty or refer the matter to a Faculty Academic Misconduct Committee for a decision.
	* (where relevant) Introduce each member of the FAMC. Our role is make a decision as to whether academic misconduct has occurred and either dismiss the allegation or apply a penalty.
	* Introduce any other supporting staff member, their position and explain why they are present.
2. Clarify role of the support person (where present)
	* Your role today is to support the student in this meeting.
	* You can rephrase or explain any aspect of our discussion to them.
	* You can only speak or ask questions on behalf of the student if you are invited to do so by me.
3. Explain what will happen after the interview
	* I will consider all of the evidence and make a decision which will be communicated to you in writing. I am required to make a decision within 10 working days of your written response to the allegation and you will receive formal notification shortly afterwards.
	* Advise the student that they should keep an eye on their email. When they receive the email advising them of the outcome, make sure they read the letter carefully, including whether they need to do anything for the matter to be finalised (such as education).