STUDENT ACADEMIC MISCONDUCT POLICY

ACTION KIT

PART C

DEPUTY VICE-CHANCELLOR (ACADEMIC)

This part sets out the responsibilities of the Deputy Vice-Chancellor (Academic) in deciding and reporting cases of alleged academic misconduct by students under the Student Academic Misconduct Policy.

The proforma letters which are included in this part of the kit are available in electronic form as Microsoft Word documents. Please download them from the administration pages on the University Website.

NICK DRENGENBERG
Academic Secretary

December 2014
DEPUTY VICE-CHANCELLOR (ACADEMIC)

The Deputy Vice-Chancellor (Academic) has a reporting role with respect to student academic misconduct and in cases of serious academic misconduct may be asked by a Executive Dean to impose one of the harsher penalties provided for in the Policy.

Confidentiality: all matters dealt with under the Student Academic Misconduct Policy are confidential to those who are directly involved with those matters. They should not be discussed with staff, students or others who are not involved.

In addition, the privacy of various individuals involved in an academic misconduct investigation should be considered. So, in reports or correspondence about an academic misconduct matter consideration should be given to de-identifying the names of other students who may become involved in an enquiry and referring to members of staff by their title rather than their name. It won’t always be possible or appropriate to de-identify those involved in a matter but consideration should be given where possible.

1. REPORTING

1.1 When you receive a copy of correspondence or a report relating to a case of student academic misconduct check to see if you are being asked to impose a penalty. If you are go to 2.1 below.

1.2 Each year the Manager, Academic Senate will prepare a report on behalf of the Deputy Vice-Chancellor (Academic), for consideration by the Academic Senate, which summarises the cases of suspected and alleged academic misconduct investigated in accordance with the Policy (clause 48 of the Policy).

2. IMPOSING A PENALTY

Please follow the actions listed below (where possible the relevant clauses of the Policy have been cited)

2.1 After receiving a report and recommendation from the Executive Dean of Faculty in relation to an academic misconduct matter you have 7 days to conduct any further enquiries (if you feel they are necessary).

2.2 When you have reviewed the report and other documentation make a determination in relation to the finding and penalty to be imposed in the matter. Write to the student advising them of your determination (see below):

Courses of action that you can take:

(i) Declare the student not guilty of academic misconduct (clause 31a) and advise those involved (Letter A); or

(ii) declare the student guilty of academic misconduct and take one of the following courses of action as provided in clause 31b of the Policy:

a) no action and/or (where such counselling may include a requirement for the student to undertake a remedial skills activity on student academic misconduct) (Letter B);

b) counsel and/or caution and/or reprimand (Letter C);

c) resubmit the assessment item or resit the examination or test (note; the student can only achieve a maximum mark of 50%) & counsel and/or caution and/or reprimand (Letter D);

d) zero marks & counsel and/or caution and/or reprimand (Letter E);

e) fail subject & counsel and/or caution and/or reprimand (Letter F);

f) fail subject & fine (Letter G);

g) fail subject & suspend (Letter H);
h) combination of f) and g) (Letter I);
i) fail subject & exclude (Letter J).

NOTE: Counselling can be provided by an appropriate member of staff such as the Executive Dean, Head of School, Course Coordinator or a learning skills advisor in Student Services.

When imposing one of the penalties b) to i) you must have regard to:

- the Executive Dean's recommendation;
- the seriousness of the misconduct;
- the experience of the student at the university level;
- whether or not this is a first offence;

but you are not bound by any previous determination whether given in similar circumstances or not (clause 33 of the Policy).

2.4 Act upon any recommendations made by the Executive Dean with respect to academic policies or procedures arising from the case (clause 34 of the Policy) and likewise make, if you wish, any recommendations of your own to the relevant officer and/or bodies on academic policy and procedures (clause 34 of the Policy).

3. Forward all documents relating to the matter to the Academic Secretary who shall retain them in accordance with General Disposal Authority 23 as set by State Records NSW.

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**Important Notes About the Letters**

1. The letters are available electronically on the Web as Word documents but have no databases attached. This means that you cannot merge data into the fields denoted by << >>. Instead you will have to delete the << >> text and type the information directly into the letter.

2. The letters may be edited to suit particular cases but they should not be materially altered.

3. Check that you have entered information into all the fields in the letter.

4. Check that any attachments mentioned in the letter are attached before you send it.

5. Delete the letter code (eg. DEPUTY VICE-CHANCELLOR (ACADEMIC) LETTER A) before you send it.

Enquiries regarding procedures should be directed in the first instance to the Academic Secretary.
CONFIDENTIAL

<<student number>>  <<date>>
<<student's name>>
<<student's address>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) I note that you have not submitted a written submission by close of business on <insert date>> in relation to the investigation into an allegation of academic misconduct made against you.

Following careful review of these reports I find you not guilty of <<specify the allegation (include subject code and title and subject session where applicable)>>, pursuant to clause 31a of the Student Academic Misconduct Policy. The matter is therefore now closed.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

Attachment

Attach & list:
Report of investigation from <<name and title of person who conducted investigation>>, dated <<date of report>>
Copy of student’s written submission, where received

Copy to: Executive Dean, Faculty of <<Faculty>>
<<person who conducted the investigation>>
<<person who provided the signed statement>>

For your confidential information
CONFIDENTIAL

<<student number>>
<<student's name>>
<<student's address>>

<<date>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date> >> in relation to the investigation into an allegation of academic misconduct made against you.

On the basis of the findings of the reports I find you guilty of <<specify misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, but given the particular circumstances of the case I have decided that no penalty should be imposed.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

Attachment

Attach & list:
Report of investigation <<name and title of person who conducted investigation>>, dated <<date of report>>
Copy of student’s written submission, where received

Copy to: Executive Dean, Faculty of <<Faculty>>
<<person who conducted the investigation>>
<<person who provided the signed statement>>

For your confidential information
CONFIDENTIAL

<<student number>>  <<date>>
<<student's name>>  <<student's address>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date> >> in relation to the investigation into an allegation of academic misconduct made against you.

On the basis of these reports I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you <<insert one of the following>>

be counselled <<describe the counselling that the student is to undertake>>.

be cautioned against committing any further academic misconduct. This letter constitutes the caution.

be reprimanded for your academic misconduct. This letter constitutes that reprimand.

The documents held by the University relating to the allegation and its investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

Attachment

Attach & list:
Report of investigation from <<name and title of person who conducted investigation>>, dated <<date of report>>
Copy of student’s written submission, where received

Copy to:  Executive Dean, Faculty of <<Faculty>>
<<person who conducted the investigation>>
<<person who provided the signed statement>>
<<person appointed to counsel student>> - please contact the student to arrange appropriate counselling.

For your confidential information
NOTES (do not include this note on the letter)

Refer to clause 35 of the Policy – the student may be required to undertake a combination of counselling and/or a caution and/or a reprimand. So the relevant section of the letter may need to be amended to reflect the combination.
CONFIDENTIAL

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <<insert date>> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report << and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you be invited to

resubmit the assignment, essay, project or other work under the conditions set out in clause 36 of the Student Academic Misconduct Policy, or

resit the test or examination under the conditions set out in clause 36 of the Student Academic Misconduct Policy,

and that you should be should be

counseled <<describe the counselling that the student is to undertake>>, cautioned against committing any further academic misconduct. This letter constitutes the caution. should be reprimanded for your academic misconduct. This letter constitutes that reprimand.

Clause 36 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your resubmission of the assignment, essay, project or other work or resit of the test or examination:

- the maximum mark that can be awarded for an assessment item that is completed by the prescribed date and attains the required standard shall be fifty percent (50%) of the marks available for that assessment item.

You will be contacted shortly by the School in relation to the arrangements for the resubmission of the item or for resitting the test or examination.

The documents held by the University relating to the allegation and its investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.
Yours sincerely

Deputy Vice-Chancellor (Academic)

Attachment

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Copy to: Executive Dean, Faculty of <<Faculty>>
<<Head of School>> - please make arrangements for the resubmission or resit of exam & notify the student accordingly as soon as possible.
<<person who conducted the investigation>>
<<person who provided the signed statement>>

For your confidential information

NOTES (do not include this note on the letter)

Refer to clause 35 of the Policy – the student may be required to undertake a combination of counselling and/or a caution and/or a reprimand. So the relevant section of the letter may need to be amended to reflect the combination
CONFIDENTIAL

<<student number>>
<<student's name>>
<<student's address>>
<<date>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date>> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report << and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you

<<insert one of the following>>

shall receive zero marks in the <<assignment, examination etc>> in which the academic misconduct occurred
shall receive zero marks for that part of the <<assignment, examination etc>> in which the academic misconduct occurred

and that you should be should be

<<insert one of the following>>
counseled <<describe the counselling that the student is to undertake>>.
cautioned against committing any further academic misconduct. This letter constitutes the caution.
reprimanded for your academic misconduct. This letter constitutes that reprimand.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

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Attach & list:
Report of investigation from <<name and title of person who conducted investigation>>, dated <<date of report>>
Copy of student’s written submission, where received

Copy to: Executive Dean, Faculty of <<Faculty>>
<<person who conducted the investigation>>
<<person who provided the signed statement>>
Head of School – please arrange to adjust the marks for the assessment item accordingly.

NOTES (do not include this note on the letter)

Refer to clause 35 of the Policy – the student may be required to undertake a combination of counselling and/or a caution and/or a reprimand. So the relevant section of the letter may need to be amended to reflect the combination
CONFIDENTIAL

<<student number>>
<<student's name>>
<<student's address>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date> >> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report << and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you be failed in the subject <<code and title>> in which the academic misconduct occurred under the conditions set out in clause 37 of the Student Academic Misconduct Policy and that you be <<insert one of the following>>

c counselled <<describe the counselling that the student is to undertake>>.
cautioned against committing any further academic misconduct. This letter constitutes the caution.
reprimanded for your academic misconduct. This letter constitutes that reprimand.

Clause 37 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your failure in the subject:

(a) the grade fail (FL) or unsatisfactory (US) will be recorded for any subject in which a student is failed for academic misconduct;

(b) a student failed in a subject for academic misconduct shall not be permitted to apply for approved withdrawal (AW) from that subject;

(c) a student who has been granted AW in a subject and is subsequently failed in the subject for academic misconduct shall have the AW grade changed to FL or US;

(d) a student failed in a subject for academic misconduct shall not be entitled to a refund of fees nor the cancellation of the Commonwealth Student Contribution liability in respect of that subject.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice- Chancellor (Academic)
## Attachment

Attach & list:
- Report of investigation from <<name and title of person who conducted investigation>>, dated <<date of report>>
- Copy of student’s written submission, where received

Copy to:
- Executive Dean, Faculty of <<Faculty>>
  - <<Head of School>> - please ensure FL or US grade is entered
  - <<person who conducted the investigation>>
  - <<person who provided the signed statement>>
- Executive Director, Student Administration - note grade

## NOTES (do not include this note on the letter)

Refer to clause 35 of the Policy – the student may be required to undertake a combination of counselling and/or a caution and/or a reprimand. So the relevant section of the letter may need to be amended to reflect the combination.
CONFIDENTIAL

<<student number>>
<<student's name>>
<<student's address>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date>> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report <<and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you be failed in the subject <<code and title>> in which the academic misconduct occurred under the conditions set out in clause 37 of the Student Academic Misconduct Policy and that you be fined $<<amount**>>.

Clause 37 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your failure in the subject:

(a) the grade fail (FL) or unsatisfactory (US) will be recorded for any subject in which a student is failed for academic misconduct;

(b) a student failed in a subject for academic misconduct shall not be permitted to apply for approved withdrawal (AW) from that subject;

(c) a student who has been granted AW in a subject and is subsequently failed in the subject for academic misconduct shall have the AW grade changed to FL or US;

(d) a student failed in a subject for academic misconduct shall not be entitled to a refund of fees nor the cancellation of the Commonwealth Student Contribution liability in respect of that subject.

The fine is payable in twenty-one days' time. The fine may be paid at the Cashier's Office on any campus of the University or by mail to:

The Accounts Receivable Clerk
Division of Financial Services
Charles Sturt University
PO Box 588
WAGGA WAGGA 2678

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.
Yours sincerely

Deputy Vice-Chancellor (Academic)

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Copy to:  Executive Dean, Faculty of <<Faculty>>
<<Head of School>> - please ensure FL or US grade is entered
<<person who conducted the investigation>>
<<person who provided the signed statement>>
Executive Director, Student Administration - note grade & fine & action as necessary

NOTES (do not include this note on the letter)

** The maximum fine is specified each year in the Schedule of Fees and Charges in the University Handbooks. The maximum fine in 2014 was $1000.
CONFIDENTIAL

<<student number>>
<<student's name>>
<<student's address>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date> >> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report << and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you be failed in the subject <<code and title>> in which the academic misconduct occurred under the conditions set out in clause 37 of the Student Academic Misconduct Policy and that you be suspended from enrolment in the University under the conditions set out in clauses 38 - 40 of the Student Academic Misconduct Policy for a period of <<number**>> sessions effective <<immediately/from the start of (name and year of session)>>.

Clause 37 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your failure in the subject:

(a) the grade fail (FL) or unsatisfactory (US) will be recorded for any subject in which a student is failed for academic misconduct;

(b) a student failed in a subject for academic misconduct shall not be permitted to apply for approved withdrawal (AW) from that subject;

(c) a student who has been granted AW in a subject and is subsequently failed in the subject for academic misconduct shall have the AW grade changed to FL or US;

(d) a student failed in a subject for academic misconduct shall not be entitled to a refund of fees nor the cancellation of the Commonwealth Student Contribution liability in respect of that subject.

Clauses 38 - 40 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your suspension:

• your enrolment shall be cancelled 21 days from the date of this notification of suspension;

• suspension is from the University not just from a course so you may not enrol in a different course or as a Single Subject Study Student during the period of suspension;
you have the automatic right of re-enrolment in your course when the period of suspension ends;

• the fact that you were suspended shall not be recorded on your academic transcript; and

<<omit this point if it doesn't apply>>

• although your suspension is effective in the current session and has occurred after the census date for the session or the last date for a refund of fees, you are not entitled to a cancellation of your Commonwealth Student Contribution liability or a refund of fees for this session.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

Attachment

Attach & list:
Report of investigation from <<name and title of person who conducted investigation>>, dated <<date of report>>
Copy of student’s written submission, where received

Copy to: Executive Dean, Faculty of <<Faculty>>
<<Head of School>> - please ensure FI or US grade is entered
<<person who conducted the investigation>>
<<person who provided the signed statement>>
Executive Director, Student Administration – please note grade & action suspension as necessary

NOTES (do not include this note on the letter)

** The period of suspension may not exceed two years from the date of this notification.
Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <insert date> >> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report << and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you be failed in the subject <<code and title>> in which the academic misconduct occurred under the conditions set out in clause 37 of the Student Academic Misconduct Policy and that you be fined $<<amount**>> and that you be suspended from enrolment in the University under the conditions set out in clauses 38-40 of the Student Academic Misconduct Policy for a period of <<number***>> sessions effective <<immediately/from the start of (name and year of session)>>.

Clause 37 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your failure in the subject:

(a) the grade fail (FL) or unsatisfactory (US) will be recorded for any subject in which a student is failed for academic misconduct;

(b) a student failed in a subject for academic misconduct shall not be permitted to apply for approved withdrawal (AW) from that subject;

(c) a student who has been granted AW in a subject and is subsequently failed in the subject for academic misconduct shall have the AW grade changed to FL or US;

(d) a student failed in a subject for academic misconduct shall not be entitled to a refund of fees nor the cancellation of the Commonwealth Student Contribution liability in respect of that subject.

The fine is payable in twenty-one days' time. The fine may be paid at the Cashier's Office on any campus of the University or by mail to:

The Accounts Receivable Clerk
Division of Financial Services
Charles Sturt University
PO Box 588
WAGGA WAGGA 2678

Clauses 38-40 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your suspension:
- enrolment shall be cancelled 21 days from the date of this notification of suspension;

- suspension is from the University not just from a course so you may not enrol in a different course or as a Single Subject Study Student during the period of suspension;

- you have the automatic right of re-enrolment in your course when the period of suspension ends;

- the fact that you were suspended shall not be recorded on your academic transcript; and

<<omit this point if it doesn't apply>>

- although your suspension is effective in the current session and has occurred after the census date for the session or the last date for a refund of fees, you are not entitled to a cancellation of your Commonwealth Student Contribution liability or a refund of fees for this session.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

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Attach & list:
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Copy to: Executive Dean, Faculty of <<Faculty>>
<<Head of School>> - please ensure FL or US grade is entered
<<person who conducted the investigation>>
<<person who provided the signed statement>>
Executive Director, Student Administration – please note grade & action suspension & fine as necessary

NOTES (do not include this note on the letter)

** The maximum fine is specified each year in the Schedule of Fees and Charges in the University Handbooks. The maximum fine in 2014 was $1000.

*** The period of suspension may not exceed two years from the date of this notification.
CONFIDENTIAL

<<student number>>
<<student's name>>
<<student's address>>

Dear <<student's name>>

ALLEGATION OF ACADEMIC MISCONDUCT

I have received <<insert either the attached report from the Executive Dean, Faculty of <<insert Faculty name>> and your written submission or (if no written submission received from the student) note that you have not submitted a written submission by close of business on <<insert date>> in relation to the investigation into an allegation of academic misconduct made against you.

Having considered the recommendations contained in the report << and your written submission in relation to the recommendation>> I find you guilty of <<specify the misconduct (include subject code, subject title and subject session where applicable)>>, which is a breach of the Student Academic Misconduct Policy, and under clause 31b of the Policy I have decided that you be failed in the subject <<code and title>> in which the academic misconduct occurred under the conditions set out in clause 37 of the Student Academic Misconduct Policy and that you be excluded from enrolment in the University under the conditions set out in clauses 41-43 of the Student Academic Misconduct Policy for a minimum period of <<number**>> sessions effective <<immediately/from the start of (name and year of session)>>.

Clause 37 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your failure in the subject:

(a) the grade fail (FL) or unsatisfactory (US) will be recorded for any subject in which a student is failed for academic misconduct;

(b) a student failed in a subject for academic misconduct shall not be permitted to apply for approved withdrawal (AW) from that subject;

(c) a student who has been granted AW in a subject and is subsequently failed in the subject for academic misconduct shall have the AW grade changed to FL or US;

(d) a student failed in a subject for academic misconduct shall not be entitled to a refund of fees nor the cancellation of the Commonwealth Student Contribution liability in respect of that subject.

Clauses 41-43 of the Student Academic Misconduct Policy prescribes that the following conditions apply to your exclusion:

• your enrolment in the University shall be cancelled after 21 days from the date of this notification of exclusion;

• exclusion for academic misconduct is from the University not just from a course so you may not enrol in a different course or as an associate student during the period of exclusion;
• if you wish to resume study at the University after the period of exclusion you must apply for admission as if you were a new applicant;

• exclusion for academic misconduct shall not be recorded on your academic transcript; and

<<omit this point if it doesn't apply>>

• although your exclusion is effective in the current session and has occurred after the census date for the session or the last date for a refund of fees, you are not entitled to a cancellation of your Commonwealth Student Contribution liability or a refund of fees for this session.

The documents held by the University relating to the allegation and the investigation are confidential and will be held separately to your student file. They will be destroyed in accordance with General Disposal Authority 23 as set by State Records NSW.

Yours sincerely

Deputy Vice-Chancellor (Academic)

Attachment

Attach & list:
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Copy to: Executive Dean, Faculty of <<Faculty>>
<<Head of School>> - please ensure FL or US grade is entered
<<person who conducted the investigation>>
<<person who provided the signed statement>>
Executive Director, Student Administration – please note grade & action exclusion as necessary

NOTES (do not include this note on the letter)

** The period of exclusion shall be for a **minimum** of two years from the date of this notification.