**Email Template 2A – Misunderstanding Determination – Coursework topic**

Dear [student name]

[Delete as appropriate]

[After student meeting] Thank you for meeting with me to discuss the alleged failures to meet academic integrity requirements your assessment for [Topic name and code].

[Student response by email] Thank you for your response to my email dated [date] regarding academic integrity concerns

[No student response] I refer to my email to you dated [date] providing you with an opportunity to respond to identified academic integrity concerns for [assessment exercise name] in [topic name and code]. As you have not responded to my email, I have made a determination based on the available evidence.

I have decided, based on all the evidence available (including your response to the allegations [if provided]) that a failure to meet the academic integrity requirements has been substantiated. Your failure to meet academic integrity requirements has been categorised as a **Misunderstanding**. In this case I have determined that the failure to meet academic integrity requirements was unintentional and a genuine misunderstanding of the requirements of academic integrity and/or good academic practice.

**Academic response**

In accordance with the Consequences appropriate for a Misunderstanding described in the Student Academic Integrity Policy – Schedule 1, I have decided to take the following action:

[select only one]

I will only mark the portion of the work unaffected by the failure to meet academic integrity requirements (i.e. as if it were the whole work)

OR

I will provide you with the opportunity to resubmit the work in whole/in part [delete as appropriate]

**Educational advice**

I recommend that you review the University’s Student Academic Integrity Policy and procedures and the Academic Integrity Website (available at: <https://students.flinders.edu.au/my-course/academic-integrity>). The Student Learning Centre (https://students.flinders.edu.au/study-support/slc) has resources available to support students with academic writing and I am also available to talk with you further about the assessment exercise.

**Record**

An **Academic Integrity Misunderstanding** will be recorded on the Academic Integrity Register, maintained by the Director, Student Administration Services.

Yours sincerely

[Topic Coordinator/Academic Integrity Officer/ Dean (Education)]

**Email Template 2B – Misunderstanding Determination**

**Research component of an Honours or postgraduate coursework course**

Dear [student name]

[Delete as appropriate]

[After student meeting] Thank you for meeting with me to discuss the alleged failures to meet academic integrity requirements your assessment for [Topic name and code].

[Student response by email] Thank you for your response to my email dated [date] regarding academic integrity concerns

[No student response] I refer to my email to you dated [date] providing you with an opportunity to respond to identified academic integrity concerns for [assessment exercise name] in [topic name and code]. As you have not responded to my email, I have made a determination based on the available evidence.

I have decided, based on all the evidence available (including your response to the allegations [if provided]) that a failure to meet the academic integrity requirements has been substantiated. Your failure to meet academic integrity requirements has been categorised as a **Misunderstanding**. In this case I have determined that the failure to meet academic integrity requirements was unintentional and a genuine misunderstanding of the requirements of academic integrity and/or good academic practice.

**Academic response**

In accordance with the Consequences appropriate for a Misunderstanding described in the Student Academic Integrity Policy – Schedule 1, I have decided to take the following action:

[Where the research work is in progress]

You will be permitted to continue your enrolment in the research topic subject to the following conditions:

* that you demonstrate that you have improved your academic skills
* [insert other conditions]

[Where the research work has been submitted for examination]

You will be provided with the opportunity to revise and resubmit the work for examination

OR

The examination of your research project/ honours thesis will proceed. A grade will only be awarded when your work has been revised to the satisfaction of the Course Coordinator.

**Educational advice**

I recommend that you review the University’s Student Academic Integrity Policy and procedures and the Academic Integrity Website (available at: <https://students.flinders.edu.au/my-course/academic-integrity>). The Student Learning Centre (https://students.flinders.edu.au/study-support/slc) has resources available to support students with academic writing and I am also available to talk with you further about the assessment exercise.

**Record**

An **Academic Integrity Misunderstanding** will be recorded on the Academic Integrity Register, maintained by the Director, Student Administration Services.

Yours sincerely

[Topic Coordinator/Academic Integrity Officer/ Dean (Education)]