**Email Template 3 – Second Reviewer - Invitation to attend a formal meeting (Inquiry) to discuss an Academic Integrity concern**

Dear [student name]

[Topic Coordinator name] has identified some concerns regarding academic integrity in your recent assessment exercise [assessment exercise name] for [Topic code and name].

The concern has been referred to me as the College Academic Integrity Coordinator/Dean (Education) to investigate because [select relevant option:

the alleged academic integrity concern may constitute Academic Misconduct

OR

you have had two or more previous reports of a Misunderstanding of the requirements of Academic Integrity recorded on the Academic Integrity Register].

You are invited to a formal meeting to discuss the alleged failures to meet academic integrity requirements in your assessment. The allegation(s) are summarised below.

[Provide a summary of the allegations/concerns]

In accordance with University Student Academic Integrity Procedures, you are asked to respond to the concerns I have raised at a formal meeting with me on [date and time – minimum 5 business days from date of this email]. You may also provide a written response to the allegations prior to the meeting. You are permitted to bring a support person with you to the meeting, who may include a Flinders University staff member or student or a member of the Student Assist team, Flinders University Student Association.

I have attached a copy of your assessment item [and any other evidence i.e. Turnitin report] for your reference. I recommend that you review the University’s [Student Academic Integrity Policy](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-policy.pdf) and [Student Academic Integrity Procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-procedures.pdf) prior to our meeting.

Following our meeting I will make a decision, based on your response to the allegations and the evidence I have provided to you in this email, on whether you have failed to meet academic integrity requirements and also the seriousness of the matter.

If you do not respond to this email within 5 business days, I will make a decision about your alleged failure to meet academic integrity requirements based on the available evidence.

If you are feeling any distress at this time please remember that Health, Counselling and Disability Services are available to you. These services can be contacted on 8201 2118 or via [counselling@flinders.edu.au](mailto:counselling@flinders.edu.au). There is also an after-hours crisis line available on 1300 512 409.

Yours sincerely,

[Academic Integrity Officer/ Dean Education]