**Email template 4A – Second Reviewer - Level 1 Academic Misconduct process determination – Coursework topic**

\*If the determination is a Misunderstanding use email template 2A\*

Dear [student name]

[Delete as appropriate]

[After formal meeting] Thank you attending the formal meeting 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] asking you to attend a meeting with me to respond to identified academic integrity concerns for [assessment exercise name] in [topic name and code]. As you did not attend the meeting and you have not responded to the allegations in my email, I have made a determination based on the available evidence.

I confirm, 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 **Level 1 Academic Misconduct**.

[brief summary of the reasons for the decision]

In summary, I have determined that the failure to meet academic integrity requirements was intentional/ reckless [delete one] and your actions misrepresented your level of academic achievement in the assessment exercise.

 **Penalty**

In accordance with the Consequences appropriate for Level 1 Academic Misconduct described in the Student Academic Integrity Policy – Schedule 2, I have decided to take the following action:

[First level 1 case – excluding exam/test/quiz] [select only one]

The Topic Coordinator will mark you work and make a deduction of [up to 100%] of the available mark, with no option for resubmission or supplementary assessment.

OR

You have been provided with the opportunity to resubmit the work with a maximum obtainable grade of Pass.

[Second Level 1 case – excluding exam/test/quiz] [select one only]

The Topic Coordinator will mark you work and make a deduction of [up to 100%] of the available mark, with no option for resubmission or supplementary assessment.

OR

You have been provided with the opportunity to revise and resubmit the work with a maximum obtainable grade of Pass.

OR

You will receive a Fail Grade for the topic, with no further option for assessment i.e. supplementary assessment.

OR

You will receive a Fail Grade for the topic, with a recommendation to the Dean (Education) that you be permitted a supplementary assessment

[Work submitted for examination, test or quiz] [select one only]

The Topic Coordinator will mark you work and make a deduction of [up to 100%] of the available mark for the whole/relevant component of the examination/test / quiz

OR

You will receive a Fail Grade for the topic, with no further option for assessment i.e. supplementary assessment.

**Educational advice (if appropriate)**

I recommend that you review the University’s Student Academic Integrity Policy and associated procedures and the Academic Integrity Website (<https://students.flinders.edu.au/my-course/academic-integrity>). The Student Learning Support Service (https://students.flinders.edu.au/support/slss) has resources available to support students with academic writing.

**Record**

A **Level 1 Academic Misconduct** determination will be recorded on the Academic Integrity Register, maintained by the Director, Student Administration Services.

If you are dissatisfied with this decision you may request a review of the determination of Level 1 Academic Misconduct in accordance with the Student Review and Appeal Policy and associated procedures (<https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-review-appeal-procedures.pdf>).

Yours sincerely,

[Academic Integrity Officer/ Dean Education]

**Email template 4B – Second Reviewer - Level 1 Academic Misconduct process determination –** **Research component of an Honours or postgraduate coursework course**

\*If the determination is a Misunderstanding use email template 2B\*

Dear [student name]

[Delete as appropriate]

[After formal meeting] Thank you attending the formal meeting 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] asking you to attend a meeting with me to respond to identified academic integrity concerns for [assessment exercise name] in [topic name and code]. As you did not attend the meeting and you have not responded to the allegations in my email, I have made a determination based on the available evidence.

I confirm, 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 **Level 1 Academic Misconduct**.

[brief summary of the reasons for the decision]

In summary, I have determined that the failure to meet academic integrity requirements was intentional/ reckless [delete one] and your actions misrepresented your level of academic achievement in the assessment exercise.

 **Penalty**

In accordance with the Consequences appropriate for Level 1 Academic Misconduct described in the Student Academic Integrity Policy – Schedule 2, I have decided to take the following action:

[Where the research work is in progress]

[Small or insignificant element]

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

(including that the student demonstrates that they have improved their academic skills)

[A substantial or significant element]

Your enrolment in the research topic [Topic Name and Topic Code] has been terminated and you will not be permitted to enrol in the topic for [##] years [up to five years].

[Where the research work has been submitted for examination] [select one only]

[Small or insignificant element of the research work]

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

OR

The examination of your research project/ honours thesis has been paused and you must revise and resubmit the work for examination

[A substantial or significant element of the research work]

All the following penalties have been applied

* The examination of your research project/ honours thesis will not proceed
* You will receive a Fail grade for the research topic
* You have been precluded from enrolling in the topic again

**Educational advice (if appropriate)**

I recommend that you review the University’s Student Academic Integrity Policy and associated procedures and the Academic Integrity Website (<https://students.flinders.edu.au/my-course/academic-integrity>). The Student Learning Support Service (https://students.flinders.edu.au/support/slss) has resources available to support students with academic writing.

**Record**

A **Level 1 Academic Misconduct** determination will be recorded on the Academic Integrity Register, maintained by the Director, Student Administration Services.

If you are dissatisfied with this decision you may request a review of the determination of Level 1 Academic Misconduct in accordance with the Student Review and Appeal Policy and associated procedures (<https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-review-appeal-procedures.pdf>).

Yours sincerely,

[Academic Integrity Officer/ Dean Education]