**Template 2**

Dear **[**Student’s name**]**

I am writing to inform you that your academic behaviour raises possible concerns under the *Academic Misconduct Rule* of the Australian National University. A copy of these Rule can be found at <https://www.legislation.gov.au/Details/F2015L02025>

Specifically, I am concerned that in relation to an assessment for **[**Insert Course Code and Name**]** you may have engaged in Academic Misconduct pursuant to rule 6.1 of the Academic Misconduct Rule. It is Academic Misconduct if a student is found to have done one, or a combination of things, listed in rule 6.1 of the Academic Misconduct Rule:

**[**select appropriate option or combination of options

6.1(a)(i) Cheating

6.1(a)(ii) Plagiarism

6.1(a)(iii) Improperly colluding with another person

6.1(a)(iv) Acting, or assisting another person to act, dishonestly or unfairly in or in connection with an examination

6.1(a)(v) taking a prohibited document into an examination venue

6.1(a)(vi) failing to comply with examination or assessment Rule or directions

6.1(a)(vii) engaging in conduct with a view to gaining unfair or unjustified advantage

6.1(a)(viii) submitting work that is not original**]**

I attach copies of the substantive material on which the allegations were made to this letter.

[list the attachments]

[Attach copies of any substantive material on which the allegations were made and explain the material in this letter if necessary]

**Initial Review**

In accordance with rule 15 of the Academic Misconduct Rule I will carry out an initial review of this allegation. The purpose of this initial review will be to determine whether there is substance to the allegation, and, if so, to determine whether the breach is an instance of poor academic practice or academic misconduct.

If you wish to meet with me to discuss the allegation, I will set up a meeting with you.

You must confirm whether you wish to attend a meeting to discuss this allegation within 5 working days of this email. If you wish to attend a meeting will then be set up within 5 working days of my receiving your indication that you wish to attend.

Note that you have the option of being accompanied to the meeting by another person, however this person may only observe the proceedings unless I give permission for them to act on your behalf.

If you do not advise me that you wish to attend a meeting to be heard, I will proceed to determine this matter on the evidence available to me without your input

I will write to you at the outcome of the review advising you of my determination.

Regards