Template 5a

Dear [STUDENT NAME]

I wrote to you on [INSERT DATE] to inform you that I have had a case referred to me where your academic behaviour raises possible concerns under the *Academic Misconduct Rule* of the Australian National University. You were provided with a hyperlink to a copy of these rule.

Following our meeting on [INSERT DATE] I have determined that you conduct amounts to poor academic practice.

In reaching my decision I have considered [INSERT ITEMS CONSIDERED, INCLUDING STUDENT”S WRITTEN OR VERBAL STATEMENT IF MADE].

Specifically, I have found that you have engaged in:

[select appropriate option

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]

[INSERT REASONS]

The following outcome is applied:

[Insert outcome as per subrule 21.1]

Please note that this does not constitute a record of academic misconduct on your part but rather serves as confirmation that you have received education and counselling on this matter. No record of this breach appears on your official Academic Transcript.

Under Rule 35 of the Rule, where a finding of poor academic practice is made, you have the option to apply in writing for a review of the decision to the Dean of the College. If you wish to lodge an appeal, you must do so to the College Student office within 5 working days of the date of this letter. You should attach any evidence you have to support any claims that you make in your application.

The ANU offers a number of services to assist students with their assignments, examinations, and other learning activities. The Academic Skills and Learning Centre offers a number of workshops and seminars that you may find useful for your studies. Details on upcoming courses that may be relevant to you are available from <https://academicskills.anu.edu.au/courses/listing>. The Academic Skills and Learning Centre has 50 minute appointments available where they may review a draft essay or assignment of yours prior to submission.

If you are struggling with issues of a medical nature the ANU offers a free counselling service to current students. Information on the University Counselling Centre is available from <http://counselling.anu.edu.au/>. All matters discussed with the counselling centre remain confidential.

The Disability Services Centre may also be able to assist you with matters that are medical in nature; information on their range of services is available from <http://disability.anu.edu.au/>.

Finally, the Australian National University has a Dean of Students who may be able to assist with any concerns you might have. The Dean of Students offers confidential, impartial advice, and can help to resolve problems by acting as a neutral intermediary between students and academic or administrative areas of the University. Further information is available from <http://www.anu.edu.au/dos/>.

Yours Sincerely

[Name]

**[Position]**