

## Possible Academic Integrity Breach Concern letter

This letter is sent to the student when a concern about a possible breach of academic integrity has been raised and assigned to a Course Convenor for investigation.

Student No: «Student\_Number»

«Date»

VIA EMAIL: «Email»

«Title» «First\_Name» «Last\_Name»  
«Street\_1»  
«City\_1» «State\_Province\_1» «Postal\_Code\_1»

Dear «First\_Name»,

Concerns have been raised about «Type\_of\_Breach» on Assessment Item: «Assessment\_Task\_Involved» for the course «Course\_Code» «Course\_Title», «Term\_Date». I have attached a copy of your assessment item with some of the concerns highlighted. At this stage the assessment item has not been marked. Before marking the assessment item I require a response from you about my concerns. You may either write (or email me) or organise an appointment to come in and discuss this with me. You must respond within 14 days of the receipt of this email/letter.

After receiving your response I will consider the concerns and make a decision about the appropriate course of action taking into account your response. You will be informed of my decision, in writing (by email), within 14 days of the receipt of your response.

At this institution the academic conduct of students is very important. Without academic integrity, true academic discourse becomes impossible, learning is distorted and the evaluation of student progress and academic quality is seriously compromised. The details of the decisions available to me can be found in the Academic Integrity Breach Policy, Council Resolution 6/2009.

In preparing a response I encourage you to read the Institutional Framework for Academic Integrity (available from the Policy Library), speak to staff from Student Services or gain access through Student Services to a student advocate. You can contact Student Services at XXXX:

«Course\_Convenor»  
Course Convenor