



University of
South Australia

[date]

[file code]

[name and address of student]

Dear [name of student]

Academic Integrity Investigation – Appeal Outcome

Thank you for participating in the Formal Inquiry today relating to the academic integrity investigation for [name of course]. The Inquiry was held in accordance with Section 9 of the University's Assessment Policies and Procedures Manual at <http://www.unisa.edu.au/policies/manual/default.asp>.

The panel, comprising the [names of designated decision-makers, eg Head of School, representatives from faculty and Student and Academic Services], reviewed the documents provided by the Academic Integrity Officer. These documents included a copy of the *Turnitin* report for your assignment as well as details from previous cases. After speaking with you, the Board is extremely concerned about the lack of responsibility you have taken for your studies. You stated that you did not believe you have been given enough support in the area of referencing; however, you have previously completed the course [name of academic skills course] which teaches students how to reference correctly.

You have also met with staff from the Learning and Teaching Unit, and [name of advisor] has spent time showing you how your essays should be referenced. Given this level of support and education, the panel were unwilling to accept your explanation that you did not reference correctly because you made a mistake. It should be noted that this is your 5th incident of academic misconduct and the panel concluded that you have been given numerous opportunities to learn from your past mistakes. The panel also took into account the fact that you have had ongoing personal issues which have distracted you from your studies.

The outcome of this incident, in accordance with Section 9.6.12 (c), is immediate suspension from the University until [date]. You will be withdrawn from any courses that you are currently enrolled in. Prior to re-enrolling in [date] you are required to attend a counselling session with a member of staff from the Learning and Teaching Unit in regards to academic integrity and academic literacies, including correct referencing. You will need to provide documentary evidence of attendance at this session. You are warned that upon re-enrolling in your program, any subsequent breaches of academic misconduct may lead to expulsion from the University.

A confidential record of this occurrence will be kept by the University. Please advise [name of administrative officer] if you accept the this outcome, or if you wish to appeal. Please read carefully Section 9 of the University's Assessment Policies and Procedures Manual at <http://www.unisa.edu.au/policies/manual/default.asp>

As was pointed out to you during the Formal Inquiry and in all the courses you have undertaken, this University treats breaches of academic integrity seriously. You are warned that a repetition of academic misconduct, in this or any other course at the University will be treated more severely. The record of this occurrence is for internal use only, and will only be consulted should there be a further occurrence of academic misconduct. The note will **not** appear on any external correspondence or your academic transcript.

Yours sincerely,

[name of Inquiry Chair]

cc: Academic Integrity Officer
Course Coordinator
Program Director
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