

Email Template 1 – First Reviewer - Invitation to respond to an Academic Integrity concern

Dear [student name],

I hope you are doing well. I have identified some concerns regarding [academic integrity](#) of the assessment item [item name] that you submitted for [topic code and title].

These concerns include:

- X
- Y
- Z

I would like to understand the process that you followed in creating and submitting your assignment. You are encouraged to provide evidence of your draft process, including .doc versions of the assignment. These drafts will not be used for assessing your assignment, only to help clarify the process you followed in creating and submitting your assignment.

In accordance with the University's *Student Academic Integrity Procedures*, you are asked to respond to the concerns I have raised in this email. You can respond in writing via email or organise a time to meet with me.

I have attached a copy of your assessment item [and any other evidence i.e. Turnitin report] for your reference. I recommend that you review the University's [Student Academic Integrity Policy](#) and [Student Academic Integrity Procedures](#) prior to our meeting. After you have responded to the concerns I have raised in this email, I will make a decision, based on your response and the evidence I have provided to you in this email, regarding the concerns raised about the academic integrity requirements.

Student Assist's [Academic Advocacy Service](#) is available to all currently enrolled students at Flinders University and is free, independent, and confidential. Student Assist staff are not associated with any College or University Academic Integrity services. I highly recommend reaching out to a Student Assist Academic Advocate to help you understand University policies and systems and they are welcome to attend a meeting with you.

Please respond to this email within 5 working days, otherwise I will make a decision about the concerns raised in relation to the academic integrity requirements based on the available evidence. Responding to these allegations is an opportunity for you to provide additional information that can help me make a decision.

If you are feeling any distress, please remember that Health, Counselling and Disability Services are available to you. These services can be contacted on 8201 2118 or via counselling@flinders.edu.au. There is also an after-hours crisis line available on 1300 512 409.

Yours sincerely,

[Topic Coordinator]