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

Dear [student name]

I have identified some concerns regarding academic integrity in your recent assessment exercise [assessment exercise name] for [Topic code and name]. These concerns are set out below.

[Provide a brief summary of the allegations/concerns]

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 by meeting with me or contacting me by telephone or providing a written response by return email by [date – minimum 5 business days]. If you wish to have a meeting I am available at [insert times/dates]. You are permitted to bring a support person with you to the meeting.

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](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-policy.pdf) and [Student Academic Integrity Procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-procedures.pdf) prior to our meeting.

After you have responded to the concerns I have raised in this email, in person or by email, I will make a decision, based on your response and the evidence I have provided to you in this email, as to whether you have failed to meet academic integrity requirements.

If you do not respond to this email by [date minimum 5 business days], I will make a decision about your alleged failure to meet academic integrity requirements based on the available evidence.

If you are feeling any distress at this time 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](mailto:counselling@flinders.edu.au). There is also an after-hours crisis line available on 1300 512 409.

Regards

[Topic Coordinator]