Dear [student name],

I hope you are doing well.

[Delete as appropriate]

[After formal meeting] Thank you attending the meeting to discuss the concerns regarding the academic integrity requirements of your assessment for [Topic code and name].

[Student response by email] Thank you for your response to my email dated [date] about the concerns regarding the academic integrity requirements of your assessment for [Topic code and name].

[No student response] I refer to my email to you dated [date] asking you to attend a meeting with me to discuss the academic integrity concerns for [assessment exercise name] in [topic code and name]. As you did not attend the meeting and have not responded to the allegations in my email, I have decided based on the available evidence.

I have decided, based on all the evidence available, including your response to the allegations [if provided], that a failure to meet the academic integrity requirements has been substantiated. Your failure to meet academic integrity requirements has been categorised as a **Misunderstanding**. In this case I have determined that the failure to meet academic integrity requirements was unintentional and a genuine misunderstanding of the requirements of academic integrity and/or good academic practice.

The decision was based on the following evidence:

* X
* Y
* Z

**Penalty**

In accordance with the Consequences appropriate for a Misunderstanding described in the [Student Academic Integrity Policy](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-policy.pdf) – Schedule 1, I have decided to take the following action:

[Where the research work is in progress]

You will be permitted to continue your enrolment in the research topic subject to the following conditions:

* that you demonstrate that you have improved your academic skills
* [insert other conditions]

[Where the research work has been submitted for examination]

You will be provided with the opportunity to revise and resubmit the work for examination

OR

The examination of your research project/ honours thesis will proceed. A grade will only be awarded when your work has been revised to the satisfaction of the Course Coordinator.

**Educational advice**

I recommend that you review the University’s Student Academic Integrity Policy and associated procedures and the [Academic Integrity Website](https://students.flinders.edu.au/my-course/academic-integrity).

The [Student Learning Support Services](https://students.flinders.edu.au/support/slss) have resources available to support students develop academic writing and other useful study skills.

**Record**

An **Academic Integrity Misunderstanding** determination will be recorded on the Academic Integrity Register. The Register is a confidential central database for recording breaches of academic integrity. It is only consulted if you are detected for further academic integrity issues in the future.

Student Assist’s [Academic Advocacy Service](https://fusa.edu.au/academic-advocacy/) 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.

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/Academic Integrity Officer/ Dean (Education)]