**Email template 4 – Second Reviewer - Level 1 Academic Misconduct process determination**

\*If the determination is a Misunderstanding use email template 2\*

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 confirm, based on all the evidence available, including your response to the allegations [delete if no response], that a breach of the academic integrity requirements has been substantiated and has been categorised as a **Level 1 Academic Misconduct**. Please refer to the [Academic Integrity Policy](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-policy.pdf) regarding Level 1 Academic Misconduct.

The decision was based on the following evidence:

* X
* Y
* Z

In summary, I have determined that the breach of academic integrity requirements was intentional/ reckless [delete one] and your actions misrepresented your level of academic achievement in the assessment exercise.

 **Penalty**

In accordance with the Consequences appropriate for Level 1 Academic Misconduct described in the Student Academic Integrity Policy – Schedule 2, I have decided to take the following action:

[First level 1 case – excluding exam/test/quiz] [select only one]

The Topic Coordinator will mark your work and make a deduction of [up to 100%] of the available mark

OR

You have been provided with the opportunity to resubmit the work with a maximum obtainable grade of Pass.

[Second Level 1 case – excluding exam/test/quiz] [select one only]

You will receive a mark of zero for the assessment task

OR

You will receive a Fail Grade for the topic, with no further option for assessment under section 9 of the Assessment Policy.

[Work submitted for examination, test or quiz] [select one only]

The Topic Coordinator will mark your work and make a deduction of [up to 100%] of the available mark for the whole/relevant component of the examination/ test/ quiz

OR

You will receive a Fail Grade for the topic, with no further option for assessment under section 9 of the Assessment Policy.

**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**

A **Level 1 Academic Misconduct** 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.

If you are dissatisfied with this decision, you may request a review of the determination of Level 1 Academic Misconduct in accordance with the [Student Review and Appeal Policy and associated procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-review-appeal-procedures.pdf). 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,

[Academic Integrity Officer/ Dean Education]