**Email template 5 - Second Reviewer – Level 2 Serious Academic Misconduct process determination**

Dear [student name],

I hope you are doing well.

[Delete as appropriate]

[After formal meeting] Thank you for 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 2 Serious 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 2 Serious 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 [OR reckless is applicable] and your actions misrepresented your level of academic achievement in the assessment exercise.

**Penalty**

The Pro Vice-Chancellor (Academic Quality and Enhancement) will be provided with a report of this incident. They will determine the action to be taken, which may include issuing a formal warning or referring the incident to a Board of Inquiry.

I have made a recommendation that [insert academic penalty e.g. ‘you are awarded a zero for the assignment’].

Once the Pro Vice-Chancellor (Academic Quality and Enhancement) has made a decision, you will be contacted by the Student Policy and Integrity Team with the outcome.

**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 2 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 the Pro Vice-Chancellor (Academic Quality and Enhancement) decides that your case should be referred to a Board of Inquiry, Student Assist’s [Academic Advocacy Service](https://fusa.edu.au/academic-advocacy/) is available to support you through this process. This 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.

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]