**Email template - Second Reviewer - Serious Academic Misconduct process determination**

Dear [student name]

[Delete as appropriate]

[After formal meeting] Thank you attending the formal meeting(s) to discuss the alleged failures to meet academic integrity requirements in your assessment [……..] for [Topic name and code].

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

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

I confirm, based on all the evidence available, including your response to the allegations, that a failure to meet the academic integrity requirements has been substantiated. I have categorised your failure to meet academic integrity requirements as a **Level 2 Serious Academic Misconduct**. I have attached the academic integrity policy and highlighted sections that relate to Level 2 Serious Academic Misconduct for your information (pp. 8 - 9).

[brief summary of the reasons for the decision]

**Penalty**

[Option 1, where AIO recommends BoI] 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 referring this incident to a Board of Inquiry. Please note, the penalties a Board of Inquiry may impose are outlined in Section 7.3 of the *Policy and Procedures for Handling a matter under Statute 6.4: Student Conduct.*

[Option 2, where AIO recommends formal warning] 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.

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

You may choose to contact the Student Assist team, Flinders University Student Association who will be able to provide you with support through this process. (<https://fusa.edu.au/studentassist/>)

[Visa implications for International Students] If failing this topic has implications for your visa, please contact the International Compliance Officer for Flinders (internationalcompliance@flinders.edu.au). They are able to discuss concerns you may have about your visa as a result of this investigation.

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.  There is also an after-hours crisis line available on 1300 512 409.

Yours sincerely,

[Academic Integrity Officer/ Dean Education]