

Recommended Standard Letters to Students

Template 1 – Unit Coordinator letter to student advising of allegation and meeting

School of [*insert name of School*]
College of [*insert name of College*]
Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]
[*insert street address*]
[*insert suburb, state and postcode*]

Dear [*insert student's name*]

As Unit Coordinator of [*insert unit code and unit name*], I am writing to advise that an allegation has been made that you engaged in academic misconduct and that you may be in breach of the University's Student Academic Misconduct Policy.

It is alleged that you [*insert details of allegation, including unit names and numbers, assignment names and dates of submission, where appropriate*].

The Policy requires me to meet with you to discuss the allegation and the evidence supporting it. I invite you to respond to the allegation in writing and have enclosed a copy of the supporting evidence to assist you in preparing your written response. You should include relevant supporting material as part of your response.

I have set up a meeting as follows. [*Insert name of Teacher of Unit*], the Teacher of the Unit will also be in attendance.

Date: [*insert date of meeting*]
Time: [*insert time of meeting*]
Place: [*insert details of the venue*]
Contact: [*insert details of staff member student should contact, if necessary*]

It is in your interest to attend this meeting. If you do not, the matter will be considered in your absence and a penalty imposed if the allegation is considered to be proven.

Please contact me within seven days of the date of this letter to let me know whether or not you will attend the meeting.

You may be assisted at the meeting by a support person. This person must be a fellow enrolled student, a University staff member (e.g. a teacher or a Student Welfare Officer) or an officer of a University student association. They may advise you at the meeting, but not advocate for you or comment directly, unless I, as the meeting convenor, allow it.

The Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

[*insert name of Unit Coordinator*]
Unit Coordinator

Template 2 – UC letter to student – 1st Minor Breach

School of [*insert name of School*]
College of [*insert name of College*]
Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]
[*insert street address*]
[*insert suburb, state and postcode*]

Dear [*insert student's name*]

As Unit Coordinator of [*insert unit code and unit name*], I invited you to attend a meeting with me on [*insert date*] to discuss an allegation that you had engaged in academic misconduct.

Following your [*insert either attendance or non-attendance*] at the meeting, I have concluded that your work demonstrated a first minor breach of the University's Student Academic Misconduct Policy, and have decided to impose the penalty of [*insert details of penalty e.g. reducing your mark for the assessment item*].

[(Delete or change this paragraph as required.) I strongly recommend you seek advice through the Student Learning Unit (phone no: 4736 0850). Please take this letter with you, together with a copy of the assignment about which the allegation was made.]

This breach of the Student Academic Misconduct Policy will be noted on your student file and any further breach of the Policy will be dealt with as a substantial breach, unless it is considered minor and you are still in your first session of study at UWS.

The Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

[*insert name of Unit Coordinator*]
Unit Coordinator

Template 3 – HOS letter inviting student to discuss allegation

School of [*insert name of School*]
College of [*insert name of College*]
Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]
[*insert street address*]
[*insert suburb, state and postcode*]

Dear [*insert student's name*]

As Head of the School of [*insert name of School*], I am writing to advise you that I have received a report from [*insert name of Unit Coordinator*], the Unit Coordinator for [*insert unit code and unit name*] that an allegation has been made that you may be in breach of the University's Student Academic Misconduct Policy.

It is alleged that you [*insert details of allegation, including unit names and numbers, assignment names and dates of submission, where appropriate*].

The Policy requires me to meet with you to discuss the allegation and the evidence supporting it. I invite you to respond to the allegation in writing and have enclosed a copy of the supporting evidence to assist you in preparing your written response. You should include relevant supporting material as part of your response.

I have set up a meeting as follows. [*Insert name of Unit Coordinator*], the Unit Coordinator, will also be attending the meeting, and, to ensure that procedural fairness is observed, a representative of the Academic Registrar.

Date: [*insert date of meeting*]
Time: [*insert time of meeting*]
Place: [*insert details of the venue*]
Contact: [*insert details of staff member student should contact, if necessary*]

It is in your interest to attend this meeting. If you do not, the matter will be considered in your absence and a penalty imposed if the allegation is considered to be proven.

Please contact me within seven days of the date of this letter to let me know whether or not you will attend the meeting.

You may be assisted at the meeting by a support person. This person must be a fellow enrolled student, a member of University staff (e.g. one of your teachers or a Student Welfare Officer) or an officer of a University student association. They may advise you, but may not act as your advocate or make direct comment in the meeting, unless, as the convenor of the meeting, I give permission for them to do so.

The Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

[*insert name of Head of School*]
Head of School

Template 4 – HOS advice to student that allegation is being referred to CASIC

School of [*insert name of School*]
College of [*insert name of College*]
Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]
[*insert street address*]
[*insert suburb, state and postcode*]

Dear [*insert student's name*]

It has been alleged that you engaged in academic misconduct in [*insert unit code and unit name*] and that you may be in breach of the University's Student Academic Misconduct Policy.

The allegation was that you [*insert details of allegation, including unit names and numbers, assignment names and dates of submission, where appropriate*].

Following [*insert either your attendance at a meeting or your failure to attend a meeting*] with me on [*insert date*] to discuss the allegation, I am writing to advise that I am now referring the matter to the College of [*insert name of College*] Academic Standards and Integrity Committee. The Secretary of this Committee will be in contact with you shortly.

The Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

[*insert name of Head of School*]
Head of School

Template 5 – HOS letter to student advising outcome of meeting

School of [*insert name of School*]
College of [*insert name of College*]
Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]
[*insert street address*]
[*insert suburb, state and postcode*]

Dear [*insert student's name*]

It has been alleged that you engaged in academic misconduct in [*insert unit code and unit name*] and that you may be in breach of the University's Student Academic Misconduct Policy.

The allegation was that you [*insert details of allegation, including unit names and numbers, assignment names and dates of submission, where appropriate*].

Following [*insert either your attendance at a meeting or your failure to attend a meeting*] with me on [*insert date*] to discuss the allegation, I am writing to advise you that, having considered all evidence available to me, I have concluded that the allegation is proven and impose the penalty of [*insert details of penalty e.g. downgrading your final grade*].

This breach of the Student Academic Misconduct Policy will be noted on your student file and any further breach of the Policy will be dealt with as a subsequent substantial breach.

The Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

[*insert name of Head of School*]
Head of School

Template 6 – HOS letter referring matter to CASIC Chair

School of [*insert name of School*]
College of [*insert name of College*]
Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

[*insert name of Chair*]
[*insert UWS address*]

Dear [*Chair's name*]

On [*insert date*], I called a meeting with [*insert student SID and name*], [*insert names of academic staff who attended*] and a representative of the Academic Registrar to discuss an allegation of student academic misconduct.

The allegation was that the student [*insert details of allegation, including unit names and numbers, assignment names and dates of submission, where appropriate*]. [*Insert either The student attended the meeting. or The student did not attend the meeting.*]

[*If the student attended the meeting, insert: At the meeting, (briefly describe outcome of meeting.)*]

As the allegation is considered serious, I am referring it to the College of [*insert name of College*] Academic Standards and Integrity Committee for consideration.

The following documents are enclosed:

- [*list documents*]

Yours sincerely,

[*insert name of Head of School*]
Head of School

Enc.

Template 7 – Chair of CASIC letter inviting student to hearing

College of [*insert name of College*]

Tel: (02) [*insert phone no.*] Fax: (02) [*insert fax no.*]

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]

[*insert street address*]

[*insert suburb, state and postcode*]

Dear [*insert student's name*]

The College of [*insert name of College*] Academic Standards and Integrity Committee has received a report from [*insert name*], Head of the School of [*insert School name*] regarding an allegation that you [*insert details of allegation, including unit names and numbers, assignment names and dates of submission, where appropriate*].

In accordance with the University's Student Academic Misconduct Policy, the Head of School has referred this matter to the College Academic Standards and Integrity Committee because [*insert the reason*].

A hearing of this allegation will be held on [*insert time and date*] at [*insert place*].

You are encouraged to attend the hearing so that you may respond in person to any questions or observations that may arise. You need to be aware that oral or written information provided to the Committee will be available to all Committee members. If you believe certain information to be so sensitive that it should not be disclosed, you should discuss this with me before the hearing, and I will determine whether or not the information should remain confidential to me. If I determine that the information should not remain confidential, you will be given the opportunity to withdraw the information from the Committee's consideration.

You may be assisted at the meeting by a support person. This person must be a fellow enrolled student, a member of University staff (e.g. one of your teachers or a Student Welfare Officer) or an officer of a University student association. They may advise you, but may not act as your advocate or make direct comment in the meeting, unless, as the convenor of the meeting, I give permission for them to do so.

If you wish to attend the hearing you need to confirm your attendance either in writing to [*insert "The Committee Secretary" (committee secretary details), or "by email as above"*], within seven (7) working days of the date of this letter. If you choose not to appear at this hearing, you may make a written submission addressed to me as Chair, via the committee secretary, (see email address above) for consideration by the College Misconduct Committee.

The College Misconduct Committee will consider evidence contained in the attachments to this letter, pertaining to the allegation against you and make a recommendation for determination to the Pro Vice-Chancellor (Learning and Teaching) for ratification. The Academic Registrar will advise you of the Committee's decision. You have the right to appeal the determination, as prescribed in the Policy.

The Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

[*insert name*]

Chair of the College of [*insert name of College*] Academic Standards and Integrity Committee

Template 8 – Academic Registrar advises student that CASIC has upheld penalty

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]

[*insert street address*]

[*insert suburb, state and postcode*]

Dear [*insert student's name*]

As you know, the College of [*insert name of College*] Academic Standards and Integrity Committee met on [*insert date*] to consider the matter of your alleged [*insert misconduct type*] in the [*assignment/ formal examination*] [*assignment title if relevant*], [*submitted/undertaken on date of submission or exam*] in unit [*insert unit code and name*].

In accordance with the University's Student Academic Misconduct Policy, the Committee determined that the allegation was proven and that a penalty should be applied. This determination has been ratified by the Pro Vice-Chancellor (Learning and Teaching).

The reason for this determination is that [*insert reason/s - may include mitigation*]. [*additional info e.g.: no info was provided by you in defence of the allegation/ Your claim that there were mitigating circumstances was also considered, etc*].

The penalty being applied to you is [*insert penalty type*], in accordance with Section 4 of the Student Academic Misconduct Policy.

Section 4 of the Policy allows you to appeal the decision of the College Academic Standards and Integrity Committee on one or both of the following grounds:

- a. that you consider that there is evidence that the determination made by Committee was made in breach of procedural fairness; and/or
- b. that you consider that there is now substantial new evidence relating to the original allegation of academic misconduct which was not previously available to the Committee.

If you wish to make an appeal, it must reach the following person within fifteen working days of the date of this letter:

Executive Officer
Academic Standards and Integrity Committee
Academic Secretariat
University of Western Sydney
Locked Bag 1797
PENRITH SOUTH DC NSW 1797

The University's Student Academic Misconduct Policy can be accessed from this link on the University's website <http://policies.uws.edu.au/view.current.php?id=00051#s1>.

Yours sincerely

Thea Seabrook
Academic Registrar

Template 9 – Academic Registrar advises student that CASIC has dismissed allegation

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]

[*insert street address*]

[*insert suburb, state and postcode*]

Dear [*insert student's name*]

The matter of your alleged academic misconduct in the unit [*insert unit number and name*] was considered by the College of [*insert name of College*] Academic Standards and Integrity Committee on [*insert date*].

I am pleased to advise that, after considering the evidence presented, the College Academic Standards and Integrity Committee determined that the allegation could not be substantiated. Accordingly, no penalty will be imposed and your student record will bear no record or notation of this allegation and hearing process.

Thank you for your cooperation and patience in this matter.

Yours sincerely

[*insert name*]

Academic Registrar

Template 10 - Request to PVC (L&T) to ratify CASIC recommendation

Memorandum

| | |
|---------|---|
| Date | [<i>insert date</i>] |
| To | Professor [<i>insert name</i>] Pro Vice-Chancellor (Learning and Teaching) |
| From | [<i>insert name</i>] Committees Officer - College of [<i>insert college</i>] |
| Subject | Academic Misconduct – Request to Ratify CASIC Recommendation |

Dear Professor [*insert name*]

The College of [*insert name of College*] Academic Standards and Integrity Committee met on [*insert date*] to consider a number of allegations of student academic misconduct.

In accordance with the University's Student Academic Misconduct Policy, the Committee recommends that you ratify the recommendations, contained in the attached report, in relation to the following matters:

[*insert SID, student name, session of study*]
[*insert SID, student name, session of study*]
[*insert SID, student name, session of study*]
[*insert SID, student name, session of study*]

Upon receipt of your concurrence or otherwise, I will initiate the notification process as prescribed within the policy.

Yours faithfully

[*insert name*]
Committees Officer

Att.

Locked Bag 1797
Penrith South DC NSW 1797 Australia



Academic Senate Appeals Committee

Template 11 – Advice of SASIC outcome – example for visa holding student

[*insert date*]

SID: [*insert SID*]

[*insert student's name*]
[*insert street address*]
[*insert suburb, state and postcode*]

Dear [*insert student's name*]

I refer to the appeal dated [*insert date*] you submitted to the Senate Academic Standards and Integrity Committee against the determination of the College of [*insert name of College*] Academic Standards and Integrity Committee, to impose the following penalties, as a consequence of academic misconduct in relation to [*insert type of misconduct, date, unit code and unit name*]:

- [*insert penalty*]
- [*insert penalty*]

Basis of Appeal

[*insert full details of basis of appeal*]

Decision

The Senate Academic Standards and Integrity Committee met on [*insert date*] to consider the circumstances of the allegation as presented by you.

I advise that the Senate Academic Standards and Integrity Committee has decided to [*insert full details of decision*].

Reasons

[*insert full details of basis of appeal*]

Visa Implications

The internal UWS appeal mechanism, pursuant to the UWS *Student Academic Misconduct Policy*, is now exhausted. Your enrolment with UWS is now cancelled for the period of suspension. This cancellation will be reported to government after 14 days from today. You will be notified via UWS student email when this occurs.

As you are a visa holding student, the following advice is provided in accordance with the *ESOS National Code*:

Once UWS notifies the government of the cancellation of your enrolment for the suspension period, you will have 28 days in which to find alternative enrolment or to return to your home country. If you secure enrolment with another provider within the 28 days, you may commence studies with the new provider. Please note that a student who is suspended from the University will not be granted academic credit for units completed at another university during the period of suspension. If you do not secure alternative enrolment or return home within 28 days, the student's visa may be cancelled. Matters of this nature are assessed by the Department of Immigration and Citizenship (DIAC). **You are advised to contact DIAC** (telephone 131 881) to clarify your visa status as a consequence of your change of enrolment status. Each student's situation is assessed individually, in accordance with DIAC's policies.

You may seek a review of the published UWS policies and procedures if you think they were not followed in your case. You can seek internal and/or external reviews by the following bodies:

- the UWS Complaints Resolution Unit at following url:
<http://www.uws.edu.au/about/adminorg/corpserv/opq/complaintt>.
Complainants must provide substantive evidence in support of their claim.
- the NSW Ombudsman (refer <http://www.ombo.nsw.gov.au/>)
The Ombudsman also has an information leaflet for overseas students:
<http://www.ombo.nsw.gov.au/publication/PDF/factsheets/International%20students%20fact%20sheet.pdf>

If you intend to seek a review of the application of UWS policies and procedures leading to your suspension for academic misconduct, please advise the University's ESOS Compliance Officer, Mr Geza Karacsony, of your intention (phone 4570 1026 or email g.karacsony@uws.edu.au).

Please note that the reporting of your suspension does not lead to automatic cancellation of your student visa. For this reason the University is not required to defer the reporting of your suspension while a review of policies and procedures is conducted. Refer to the following url:
http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm

Yours sincerely

[insert name]

Secretary
Senate Academic Standards and Integrity Committee
(on behalf of the Academic Registrar)

cc Chair/Secretary of (College) Misconduct Committee/ ESOS Compliance Officer/UWS International