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| --- | --- |
| [INSERT DATE]  Ref: [STUDENT ID] | **[NAME]**  [POSITION]  **[COLLEGE/DIVISION]**  Ph: +61 2 6125 XXXX    [EMAIL ADDRESS]@anu.edu.au  Canberra ACT 0200 Australia  **www.anu.edu.au**  CRICOS Provider No. 00120C |
| [STUDENT NAME]  [ADDRESS LINE 1]  [ADDRESS LINE 2] |

Dear [STUDENT NAME]

**Re: Academic Misconduct Hearing – Outcome Finding of Academic Misconduct**

I wrote to you on [INSERT DATE] concerning alleged academic misconduct by you. You were advised that an inquiry would be held into the matter in accordance with the provisions of the ANU Academic Misconduct Rule (“Rule”). You were provided with a hyperlink to a copy of these Rule.

The inquiry was convened on [INSERT DATE] and the allegations of misconduct were considered.

In reaching my decision I have considered [INSERT ITEMS CONSIDERED, INCLUDING STUDENT’S WRITTEN OR VERBAL STATEMENT IF MADE].

As per 30.1(c) of the Academic Misconduct Rule I have determined that there is evidence that your conduct amounts to academic misconduct with respect to the following rule:

[select appropriate option

6.1(a)(i) Cheating

6.1(a)(ii) Plagiarism

6.1(a)(iii) Improperly colluding with another person

6.1(a)(iv) Acting, or assisting another person to act, dishonestly or unfairly in or in connection with an examination

6.1(a)(v) taking a prohibited document into an examination venue

6.1(a)(vi) failing to comply with examination or assessment Rule or directions

6.1(a)(vii) engaging in conduct with a view to gaining unfair or unjustified advantage

6.1(a)(viii) submitting work that is not original]

[INSERT REASONS and specify why this is considered academic misconduct linking this to the material available and taking into account the relevant evidence]

*Penalty*

I regard breaches of the Academic Misconduct Rule as a most serious matter and something that goes against the academic standards, and the high standards and integrity and honesty to which the University subscribes. After a finding of Academic Misconduct is made I am able to impose a penalty in accordance with subrule 31.1 of the Rule.

After due consideration and in accordance with Rule [INSERT SUBRULE OF 31.1 THAT ARE TO BE APPLIED], I have determined that [INSERT PENATLY AS PER SUBRULE]. [insert any reasons that might be necessary to explain in relation to the penalty if appropriate]

*Review*

A copy of the *Academic Misconduct Rule* is available from <https://www.legislation.gov.au/Details/F2015L02025>. Rule 34.1(b) permits you to request a review of my decision that you have committed academic misconduct and 34.1(c) permits you to request a review of my decision to impose a penalty for academic misconduct.

This review is conducted under the *Appeals Rule* which are available from <https://www.legislation.gov.au/Details/F2015L02023> Under the appeals rule you may request a review of my decision within 20 days from the date of this letter, addressing the request to the Registrar, Division of Student Administration, ANU Student Central (X-005), The Australian National University, Acton ACT 2601.

*International Students Holding Student Visas*

In the event that the penalty of suspension is determined for a Student Visa Holder, under Australian Government Legislation, the University must report the suspension of a Student Visa Holder from the University on the grounds of failing to progress academically to the Department of Immigration and Border Protection (DIBP).

Once DIBP has been notified of such a suspension the Student Visa Holder will have **28 days** to leave Australia. If you wish to stay onshore for all or part of your suspension, you will need to discuss this with the Department of Immigration and Border Protection. You can call them on **131 881** or email [student.visa.help.desk@border.gov.au](mailto:student.visa.help.desk@border.gov.au).

If you appeal the decision as outlined above, the University must hold your place until the appeal is finalized and DIBP is not notified unless the suspension is confirmed on appeal.

For further advice on visa issues please contact the Coordinator, Academic Quality and Standards Office ([policy.regs@anu.edu.au](mailto:policy.regs@anu.edu.au)) or DIBP directly.

Yours Sincerely

[Name]

**[Position]**