

ACADEMIC MISCONDUCT

What do I need to do?

If you receive a letter stating the University believes you may have been involved in academic misconduct, there are a number of steps to follow:

Step 1 - Stay Calm!

Receiving a letter does not mean that the decision has been made – you can respond before the final decision. There are many supports available to help you through this process, and to assist you in understanding your rights and responsibilities.

Step 2 - Read the letter

Read the letter, and any evidence carefully. The letter should:

- Explain the reason you have been charged with academic misconduct
- Explain what severity level it is being considered, and whether you have had a charge upheld in the past (the more severe the level, and/or the more previous charges, the more severe the penalty)
- State what penalty will be applied if the charge is upheld. The [Penalty Determination Guide](#) provides more information about how the University decides on the possible penalty for charges.
- Explain how to contest the charge

The letter you receive should include the evidence that the University has for the charge, or this may be sent separately, but at the same time. If you have not been sent any evidence, you should request this directly from the relevant appeals team - the email address will be in the letter, or see the table at the bottom of this page.

Step 3 - Request a hearing

Attending a hearing gives you the opportunity to explain what has happened from your perspective, and the clarify the charge. It also allows you to contest the penalty completely, or request a lesser penalty. If you do not attend a hearing, the charge will be upheld and the penalty in the letter likely applied automatically. To request a hearing, simply contact the appeals team for your Institute - the email address will be in the letter, or see the table at the bottom of this page.

Step 4 - Write a response

Your response should refer to the specific concerns that have been raised with your work and the evidence provided, and challenge them if appropriate. You can also explain any mitigating circumstances, and what you plan to do or have already done to ensure this doesn't happen again. Please read our [Student Guide to Academic Misconduct Appeals and Hearings](#) for more tips on writing a response.

Step 5 - Attend a hearing

The hearing is a bit like an interview between you and the Academic Integrity Officer from your Institute. They will explain what their concerns are with your work and refer to the evidence, before giving you the opportunity to make your case and ask them questions. The Academic Integrity Officer should not refer to any evidence that has not been provided to you before the hearing - if they do, this may be grounds to appeal.

