**Instructions**

Throughout this template you will see guidance notes in [red brackets] to help you with what to write, and other text highlighted for you to replace with the specifics relating to your case. This is designed to help you not just write a formal letter but guide you through how to approach your written response in enough detail to give you the best chance at explaining your situation to the Committee.

**Remember to delete this text box, remove the highlighting, and change the font to black prior to submission!**

Name

Student #

Phone

Email

Academic Misconduct Committee

C/- Staff member that emailed you

Faculty/School

University of Melbourne VIC 3010

Date

Dear Committee Members,

I am writing to you regarding the allegation notice dated date of letter regarding my assignment name/exam in subject name and code.

[You should include an opening paragraph to first acknowledge the seriousness of the situation and how your letter intends to respond to the issues identified in the allegation.]

[You should then discuss the circumstances that led to the alleged misconduct. It's important to remember that there has been no decision made yet. Your response forms part of their decision-making process, so this is an opportunity for you to respond and explain your side of the story. If there is anything in particular that you think is important for the Committee to know regarding your circumstances at the time in question, then you should include this too.]

[Now you need to respond to the details of the allegation – this is important. In doing so, you should look closely at the evidence that was sent with the allegation notice. This might be a Turnitin report, a Department report completed by the academic who first noticed something with your assessment, or other evidence that supports why they think there is an issue. It is critical that you respond to the specifics of the allegation that is set out in these documents. You need to carefully look at the evidence included and respond to it in detail in your letter.]

[You are not being asked to speculate on things you don’t know about or prove you didn’t do something wrong. You need to explain your side of the story – that’s the whole point of writing this letter and attending the hearing. So you need to focus on explaining your perspective and actions in as much detail as the evidence explains what they think you did wrong and why. Stick to the facts that you know and step the committee through how you approached the assignment/exam so they can understand things from your point of view.]

[Once you have addressed the details, you can then shift your focus to reflecting on your actions. You need to acknowledge that you know the seriousness of the issues raised and that you are taking steps to make sure this doesn’t happen again.]

[If the allegation relates to **exam misconduct**, you should explain your appreciation of the exam rules and how these relate to the incident that has occurred.]

[If the allegation relates to an **assignment (rather than an exam)**, you need to review the allegation in detail, and reflect on the process of how you put the assignment together. You should look at the areas of the assignment that are problematic and talk about how you might do things differently in future.]

[Finally, you should include a closing paragraph that summarises what you have described and reiterate what you have learned from this experience and any remorse you may feel towards your actions.]

I hope the committee can take these circumstances into consideration when making a determination in my case.

Yours Sincerely,

Name
Student number