

Advocacy & Welfare

Responding to an allegation of Academic Misconduct

If you have received notification that you are being investigated for academic misconduct, you will need to **wait for an official letter** from the Academic Integrity Officer (AIO) before taking any action. You do not need to contact the AIO prior to receiving the letter. This letter will be an Invitation to Respond, it should state the alleged breach of policy that is being investigated and provide you with options to respond. You will be given the choice of attending a meeting or writing a response. We strongly encourage you to provide a response as this allows you to add your version of events. No decision has been made on the outcome at this stage.

Important before you start:

- Ensure you check the deadline for your response
- Read the letter and evidence thoroughly – if there is anything you do not understand, Advocacy can explain this to you
- Honesty is favoured as this process is about restoring your integrity, so keep this in mind if you know that you have breached policy and cooperate with the process
- Be brief, clear and to the point
- Check your spelling and grammar
- Consider whether there are any mitigating circumstances (that is, any stresses that impacted your thinking at the time of the breach, if relevant)

If you are going to attend a meeting:

- An Advocate can attend your meeting as a support person
- Check the suggestions below in “If you are admitting to the allegation” and “If you are denying the allegation”



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- Prepare a document with dot points you wish to discuss
- Be confident in your interview
- Clearly state whether you are accepting the allegation or disputing it If you are writing your response:
- Start by addressing your response to the AIO who sent you the letter (e.g. Dear Dr Jones, Dear Ms Smith)
- Explain the purpose of the letter (e.g. I am writing to address the allegation of Academic Misconduct that I received on 4th May 2023)
- Clearly state whether you are accepting the allegation or disputing it

If you are admitting to the allegation:

- Be honest in explaining what has occurred
- Review the evidence sent to you by the integrity officer
- Explain how you completed your assignment and why you completed it in that way
- If there is anything that you dispute explain why including your own supporting evidence
- Explain mitigating factors – personal/health/work issues that impacted you when completing the assignment
- Reflect on your actions and how they may have impacted yourself and others and apologise
- Describe the actions you will take to ensure this does not happen again (e.g. counselling, retaking the Academic Integrity Module, making an appointment with the Academic Skills Office, contacting your First Year Advisor, utilising college academic support, Studiosity)

If you are denying the allegation:

- Thoroughly review the evidence which should have been provided to you in the letter from the AIO
- Address each comment or piece of evidence and demonstrate how your work did not breach academic integrity
- Explain how you completed your assignment
- Gather supporting documentation such as:
 - revisions and prior versions of your assignment
 - screenshots of your search history for references

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- screenshots of End Note libraries containing your references
- Explain anything else you want the Investigating Officer to consider

Receiving allegations like this can be really scary and really stressful, but before you panic remember that this is exactly why Advocacy and Welfare exist!

Contact us:

Send us an email:
advocacy@une.edu.au

Reach us by phone:

6773 3116

