

Student Advocates' guide to

Responding to an Allegation of General Misconduct

What is This About?

If you have received an allegation of general misconduct, you are able to submit a written response. Your written response is your chance to give your side of what happened and provide evidence. If you have been invited to attend a hearing, we strongly encourage you to attend. You should still submit a written response, even if you plan to attend your hearing.

Before getting started

- Check the deadline to submit your response.
- Read the allegation and any evidence thoroughly. If there are any aspects you do not understand, reply to the allegation email to ask for clarification.
- Be honest and about what happened and provide enough detail for the decision-maker to understand your side.
- If you would like feedback on your draft, you can send it to studentadvocate@csu.edu.au. Ensure you allow 2 working days before your deadline for feedback.

Step-by-Step Instructions:

1. Address your response to the Manager, Safe and Fair Communities who sent you the allegation (e.g. 'Dear Michelle').
2. Explain the purpose of your letter (e.g. I am writing in response to the allegation you sent to me on 10 April 2023).
3. **Clearly** state whether you are disputing or admitting to the allegation.
4. Write the body of your letter:

If you are Admitting to the Allegation

- Explain what happened.
- Reflect on your behaviour and the impacts of your behaviour on others.
- Describe specific actions you will take to ensure this doesn't happen again.
- Comment on the penalties and their impacts.

If you are Disputing the Allegation

- Explain what happened.
- Address every comment and/or piece of evidence listed in the allegation.
- Provide supporting evidence if possible.
- Explain any other factors you want the decision-maker to consider.

5. Use an appropriate sign off (e.g. Sincerely, or Kind Regards,) and include your full name and Student Number.

A Note on Penalties

It is your responsibility to know about, and explain to the decision-maker, any possible flow-on effects of penalties. As one example, if your course is no longer available for entry and an exclusion would mean you would not be able to return to finish your course, you **MUST** explain this, otherwise the decision-maker may not be aware.