

Student Advocates' guide to

Responding to an Allegation of Academic Misconduct

What is This About?

If you have received an allegation of academic misconduct, you can submit a written response. Your written response is your chance to give your side and provide any information you want the decision-maker to consider.

If there are aspects of the allegation that you do not understand, you should contact the Academic Integrity Officer for more information. Their contact details are at the bottom of the allegation email you received.

Before getting started

- Check the deadline to submit your response.
- Keep your response brief, clear, and to-the-point.
- Be honest and reflective about how you approached your assignment.
- Check your spelling, grammar, and formatting to ensure your response is professional.
- 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 Academic Integrity Officer (e.g. Dear Laura).
2. Explain the purpose of your letter (e.g. I am writing in response to the Academic Misconduct allegation you sent to me on 10 April 2023).
3. Explain the allegation (e.g. The allegation refers to Assessment 3 for IKC101 in Session 1, 2023, and it was alleged that my assignment showed evidence of plagiarism).
4. Explain clearly whether you are disputing or admitting to the allegation.
5. Write the body of your letter:

If you are Admitting to the Allegation

- Explain how you did your assignment.
- Explain why you did your assignment this way.
- Explain the impact of engaging in misconduct.
- Describe actions you will take to ensure this doesn't happen again.
- Comment on penalties and their impacts.

If you are Disputing the Allegation

- Explain how you did your assignment.
- Address each comment and/or piece of evidence sent with the allegation.
- Provide supporting evidence (e.g. draft versions of your assignment, screenshots of your search history showing the sources you used, photographs of your notes).

6. Explain any other factors you want the decision-maker to consider.
7. Use an appropriate sign off (e.g. Sincerely, or Kind Regards,) and include your full name and Student Number.