

Student Advocacy.



Free, confidential & independent.



What to do if you're facing an academic misconduct allegation

Find out what you can do if you've received an academic misconduct letter.

Step 1

Stay calm

Receiving a letter doesn't mean that a final decision has been made. You have the right to dispute the allegation if you think it's incorrect. And you don't have to figure out how to do this on your own. Book an appointment with Student Advocacy if you'd like independent support and advice throughout the process.

Step 2

Read your letter

The letter should include:

- the reason you've been sent an allegation of academic misconduct
- whether you've had previous allegations upheld
- the range of penalties that may be applied if the allegation is upheld
- how to contest the allegation.

You should also receive the evidence that the University has for the allegation. If you don't, email your institute appeals team (you'll find the address in your letter) to request it.

Read the **Academic Misconduct Determination Guidelines** to learn more about severity levels and penalties.

Step 3

Request a hearing

Attending a hearing gives you the opportunity to explain what happened from your perspective and clarify the allegation. It also allows you to either contest the penalty completely or request a lesser penalty. If you don't attend a hearing, the allegation will be upheld and the penalty will be applied automatically.

To request a hearing, email your institute's appeals team within 7 working days of receiving your notification.

- **Institute of Health and Wellbeing**
health.appeals@federation.edu.au
- **Institute of Education, Arts and Community**
educationarts.appeals@federation.edu.au

- **Institute of Innovation, Science and Sustainability**
iiss.appeals@federation.edu.au

Step 4

Write a response

Your response should describe the steps you took to complete the assessment in question and explain whether or not you agree with the allegation. You can also outline what you have done, or plan to do, to make sure you don't breach academic integrity standards again. Be sure to include evidence of any of the above and refer to this in your response.

Not sure how to start? Read **Preparing for an Academic Misconduct Hearing** for tips and ideas.

You must email your response and any supporting documentation to your institute appeals team at least one working day before your hearing.

Step 5

Attend a hearing

A hearing is a conversation between you and your institute's academic integrity officer. They'll outline the concerns raised and refer to the evidence that was sent to you. You'll then have the opportunity to explain your perspective, ask questions and clarify anything that's unclear. The academic integrity officer can't present new evidence during the hearing; if they do, this may be grounds for appeal.

We encourage you to take a support person to your hearing. This can be a friend, family member, or someone from Student Advocacy. Your support person shouldn't be legally trained (or, if they are, they mustn't act in a legal capacity). They can't speak on your behalf unless invited to do so, but they may take notes and debrief with you afterwards.

The outcome of your hearing will be emailed to you by the Institute.