

**DISCLAIMER** - Depending on the circumstances, your response may be written to either contest the allegation, or to reduce the penalty, and we can help you to put this together. **If the matter relates to potentially illegal behaviour under civil or criminal law, please seek external legal advice** before responding. Anything you write or say in response to the charge may impact further legal proceedings and so it is critical that you understand the legal implications of this process.

**Student Advocacy tips:**

- Everything in blue text needs to be in your own words about your appeal.
- Don't forget to attach any evidence which supports your appeal.
- Delete this text box once your statement is complete.

Student name  
Student ID number  
Student email address  
(DATE)

The Executive Officer  
Student Misconduct Committee  
Federation University

To the Chair of the Student Misconduct Committee,

I am writing to appeal the charge of General Misconduct, as outlined in the incident report I received from [insert who letter was from] on [insert date letter was received]. In the Misconduct Case Summary, it was reported that ... [here briefly outline what you have been reported to have done].

**Response**

In response to the evidence provided in the incident report I offer the following response:

Here you need to explain the incident from your point of view. You may include:

- an explanation from your perspective of what you have been reported as having done. If there are several events/claims, explain each separately.
- a timeline of events.
- any aspects of the incident report you do not agree with along with your explanation of why these are not correct. Where possible provide proof/evidence to support your claims.
- what steps or supports you will put in place to ensure this does not happen again.

**List of evidence**

[Include a list of any evidence or documents that you will attach with your appeal.]

**Concluding Statement**

I conclude this statement by asking the committee to ... here you need to specify the outcome you are seeking by making this appeal (for it to be dismissed; for a specific penalty to be applied; for the committee to consider a lesser penalty etc)

Thank you for considering my appeal.

Yours sincerely,

Student name / Student ID number