

**APPENDIX B:**

Sample text notifying a student of an allegation

Dear [student's name]

An allegation of [academic/student] misconduct concerning you has been referred to me by [staff member's name]. It is alleged that (insert details of the allegation). [If plagiarism, also include: I also attach a copy of the work in which plagiarism is suspected, with the relevant sections identified.]

In accordance with the College's Student Misconduct Procedure, I have been appointed as the Investigating Officer designated for enquiries into the allegation against you. A copy of the procedure has been attached. You should read this document carefully, in particular Section 5 as it outlines how this matter will be investigated. I have also attached a copy of the Campion Student Code of Conduct.

In order to investigate a matter, you have the opportunity to attend an interview. If you wish to do so, please contact me by [insert date not less than seven days away]. You may bring a support person or friend to the interview if you wish.

Alternatively, you can provide a written statement by [insert date not less than seven days away] and I will finalise the investigation on the basis of the information I have before me and the statement you send me.

If you wish to obtain independent advice about or assistance with the College's student misconduct procedure, the Students Association is able to provide student advocacy services.

If you have any questions about these allegations or the misconduct processes, please contact me.

Regards,

[name]  
Investigating Officer