

[DATE] Student ID:

**PERSONAL & CONFIDENTIAL**

[Full name in eVision]

Email: [student email address]

**By email**

Dear [NAME]

The purpose of this letter is to inform you that there is concern regarding possible academic misconduct in an assessment you submitted for [PAPER]. The nature of the concern is [then list the actual concern e.g. referencing / plagiarism / presenting work that may not be your own / using unauthorised materials …]

This alleged misconduct is provisionally determined to be at Level 1 as defined in the University’s *Student Academic Misconduct Procedures*: “a first instance of academic misconduct where the student’s actions may be regarded as unintentional or naïve and contributed to by a lack of understanding of acceptable academic practice.”

No decisions have yet been made regarding this allegation. The process followed under University policy is designed to ensure you have a full and fair opportunity to respond before any conclusions are reached.

To give you the opportunity to respond to the concerns above, I invite you to meet with me on DATE at VENUE. You may bring a support person(s) if you wish. Please see the attached information sheet on available support avenues if you do not have someone already in mind. If this time is not suitable, another time can be arranged (CONTACT DETAILS). You may also make a written submission, either in addition to meeting with me or as an alternative to a meeting. Please be aware that any information you provide that is relevant to other misconduct investigations at the University may be used and/or disclosed in connection with those investigations.

If I do not hear from you within seven days (by DATE) I will proceed to determine the outcome of my investigation without your input.

Allegations of academic misconduct fall under the University’s *Academic Integrity Policy* and *Student Academic Misconduct Procedures*. I advise you to familiarise yourself with these policies which are available at:

[otago.ac.nz/administration/policies/otago116838.html](https://www.otago.ac.nz/administration/policies/otago116838.html) and [otago.ac.nz/administration/policies/otago116850.html](https://www.otago.ac.nz/administration/policies/otago116850.html)

I am also obliged to provide you with details of the potential outcomes and penalties that may be imposed if the alleged misconduct is found to have occurred. Please see the attached information sheet, and particularly the potential outcomes for Level 1 misconduct.

Yours sincerely,

TITLE & NAME

Head of Department

Department of DEPARTMENT

cc Academic Integrity (academic.integrity@otago.ac.nz)

cc Head of Student Experience ([head.studentexp@otago.ac.nz](mailto:head.studentexp@otago.ac.nz))

**University of Otago**

**SUPPORT SERVICES AVAILABLE**

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| **GENERAL ADVICE (FOR PASTORAL, ACADEMIC AND SOCIAL SUPPORT)** | |
| * **OUSA,** your students’ association, provides students with representation, welfare, advocacy, budget advice, study link support, recreation, fun events and media. They are completely independent from the University. OUSA Student Support can be reached at [ousa.org.nz/support](https://www.ousa.org.nz/support) or by emailing [help@ousa.org.nz](mailto:help@ousa.org.nz) | |
| * **YOUR COLLEGE STAFF** will be able to offer support for a range of challenges and refer you to specialists in the University for further support, if needed. * **LOCALS PROGRAMME** provides academic, social and sporting opportunities to students flatting, boarding or living at home in their first year at the University of Otago. Locals staff offer support for a range of challenges and can refer you to specialists in the University for further support if needed. [locals.otago.ac.nz](https://www.otago.ac.nz/locals/index.html) and [facebook.com/OtagoLocals](https://www.facebook.com/OtagoLocals) | |
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| * **THE MĀORI CENTRE, TE HUKA MĀTAURAKA** offers a home-away-from-home for Māori students that provides academic and pastoral support. [otago.ac.nz/maoricentre](https://www.otago.ac.nz/maoricentre/index.html) | |
| * **THE PACIFIC ISLANDS CENTRE** provides academic and pastoral support to Pacific students. [otago.ac.nz/pacific](https://www.otago.ac.nz/pacific/index.html) * **LGBTIQ+ SUPPORT** is available through the OUSA. [ousa.org.nz/queer-support](https://www.ousa.org.nz/queer-support) * **INTERNATIONAL STUDENT ADVISERS** are available on a confidential basis to assist international students with any issues or questions that may arise during their time at Otago and can refer you to Student Visa Services as needed. [otago.ac.nz/international](https://www.otago.ac.nz/international/index.html) | |
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| **WELLBEING ADVICE** | |
| * **STUDENT HEALTH** provides a comprehensive range of primary health care services to the student population, including doctors, nurses, mental health & well-being, and psychiatry appointments. [otago.ac.nz/studenthealth](https://www.otago.ac.nz/studenthealth/index.html) | |
| * **DISABILITIES INFORMATION AND SUPPORT** provides learning support, advice, advocacy and information to students with disabilities, impairments, medical conditions or injuries. [otago.ac.nz/disabilities](https://www.otago.ac.nz/disabilities/index.html) * **TE WHARE TĀWHARAU** provides a place of shelter to reduce the impact of sexual violence within our campus communities. [otago/ac.nz/te-whare-tawharau](https://www.otago.ac.nz/te-whare-tawharau/index.html) * **UNIVERSITY CHAPLAINCY TEAM** provides pastoral care, spiritual support and guidance, prayer, help with homesickness or grief, or just a listening ear regardless of beliefs. [otago.ac.nz/chaplain](https://www.otago.ac.nz/chaplain/index.html) | |

**University of Otago**

**Schedule of Outcomes where Academic Misconduct is Proven**

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| **LEVEL ONE MISCONDUCT**  *For Level One academic misconduct the University will take one or more of the following educative actions and may make a mark adjustment to ensure no academic advantage is gained from the misconduct:* | |
| Educative Actions | * A warning including information about the University’s Academic Integrity Policy and resources that are available to support the Policy. |
| * Requirement to undertake personal consultancy with a Learning Adviser at Student Learning Development within one month of receiving the letter advising of this outcome. |
| * Requirement to complete a supplementary, formative reflective assessment on academic integrity. |
| * Requirement to submit a new or revised version of the assessment affected by the academic misconduct, with the mark awarded for the resubmitted assessment not to exceed the original mark (after any adjustments as below). |
| Mark Adjust | * A reduction in mark for the affected assessment of up to 50% of the total marks available for the assessment, taking into account any reduction in marks already imposed during marking (this is an adjustment to remove any advantage from misconduct, not a penalty beyond this). |
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| **LEVEL TWO MISCONDUCT**  *For Level Two academic misconduct the University will take at least one of the educative actions and impose one of the penalties listed below:* | |
| Educative Actions | * Requirement to undertake personal consultancy with a Learning Adviser at Student Learning Development within one month of receiving the letter advising of this outcome. |
| * Requirement to complete a supplementary, formative reflective assessment on academic integrity. |
| Penalties | * Submission of a new or revised version of the assessment with a maximum of a “pass” for the assessment. |
| * Zero mark for the assessment affected by the academic misconduct. |
| * A reduction in the overall mark for the paper. |
| * A fail grade for the paper in which the academic misconduct occurred, which may include withholding or withdrawing the granting of terms for the paper concerned. |
| * The cancellation of any pass or passes for any other part of the student’s course undertaken in the same teaching period as the paper in which academic misconduct occurred, subject to the agreement of the Pro-Vice-Chancellor of the Division in which the paper is taught. * A non-academic penalty, consisting of a fine of up to $500 or community work of up 40 hours (such a penalty will only be imposed where direct academic advantage could not have been derived from the misconduct in question). |
| * Any other penalty as provided for by the Academic Statute 2011. |

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| **LEVEL THREE MISCONDUCT** |  |
| *For Level Three academic misconduct the possible outcomes are as listed above for Level Two, plus:*   * The Vice-Chancellor may direct that the student be excluded from the University permanently or for such a period as the Vice-Chancellor may determine. |  |