**PRIVATE AND CONFIDENTIAL**

Student name

Student University email

Student Personal email

 Ref: Student No

Date

Dear

1. This letter will inform you about the outcome of the academic conduct case and advise of your rights concerning the Academic Conduct Procedure and any future stages.

Outcome

1. It is my decision that **minor academic misconduct has been proven / not proven** in module(s) / assessment XXXX.
2. I have carefully considered the evidence (nb. reference to mitigation) and recommended sanction from (insert name of course leader) and agree the sanction is appropriate.

Please refer to the attached Academic Conduct Report for the reasons for this decision and the sanction imposed.

Action

1. This letter is a written warning to you about your academic misconduct and a note will be kept on your record for the duration of your registration with the University.

To help support the development of your academic study skills you are required to complete the University’s online module about academic conduct. The module includes a multiple-choice test to help you understand what good academic conduct is. This test can be attempted as many times as you wish and is successfully completed with a score of 80%.

The module can be accessed through the ‘Academic Conduct’ module on Blackboard. Blackboard is the University’s Virtual Learning Environment which can be accessed via <http://www.staffs.ac.uk/atoz/?starts=B>. The module will be present in your list of Blackboard modules, and the test is accessible via the left-hand menu.

Before you attempt the test please make sure you have fully read and engaged with the module's learning material, as this will provide you with the information you need to successfully complete the test.

You will be automatically registered on this module in the next 5 working days, but please contact regulations@staffs.ac.uk if it is not present in your list of Blackboard modules within 5 working days.

The test will take no more than 1 hour to complete and must normally be completed within 20 working days of the date of this decision.

The mark for this module will not be included when we work out your classification but your engagement with the module is recorded and may be considered at any future academic conduct meetings.

1. We want you to do the best you can and for you to learn with good academic conduct, therefore you are required to familiarise yourself with the resources available within the University, including the Study Skills Team, to ensure that you are able to avoid further episodes of academic misconduct.

Information on the Study Skills Team is available at: [www.staffs.ac.uk/support\_depts/library/academicskills/](http://www.staffs.ac.uk/support_depts/library/academicskills/)

Appeal

1. If you feel that this decision is wrong, you can appeal. You will need to put your appeal in writing, to regulations@staffs.ac.uk with your evidence, within one week (excluding bank holidays) of this decision.

You may appeal against your academic conduct decision for the following reasons which you must make clear in your appeal:

1. That the procedure was not followed properly and this has affected the outcome;
2. That the decision reached was unreasonable due to bias or the harshness of the sanction.
3. That you have new evidence which you were unable to provide earlier in the process for valid reasons;

The Academic Regulations and Compliance Team will check that your appeal is:

* On time, within 1 week (excluding banks holidays) of the decision.
* Meets one of the reasons to appeal.

and

* Is supported by evidence.

If your appeal does not meet all the above, it will not be considered and we will write to you explaining the reason why.

If you have any questions about this decision, please contact me on telephone number XXXXXXX or by email on XXXXXXX. Alternatively, you can contact the Student Guidance Team support@staffs.ac.uk, the [Students’ Union Student Advice Centre](https://www.staffsunion.com/advice/) at sac@staffs.ac.uk

Yours sincerely

(Name of Head of Department)

cc

(Course Leader)

(Student and Course Administrator)

(regulations@staffs.ac.uk)

(OPadmin@staffs.ac.uk) for international partners