I am writing to you about Academic Conduct.

(Include a summary of the allegation here)

I have attached the (attach summary of the evidence and the Academic Conduct Report) which outlines the details of the case. Please read these very carefully so that you can fully understand why we feel that you are in breach of the Academic Conduct Procedure.

I have also attached the Academic Conduct Procedure so that you can see how the University considers these cases. Please look carefully at the section Decisions on your Academic Conduct. This section will tell you how the University views the offence and what the potential sanctions might be.

At this stage in the procedure we are giving you the opportunity to tell us whether you admit the offence or not and explain whether there was anything affecting you at the time of the assessment, for example difficult family circumstances. If so, you will need to provide us with some evidence of this.

If you **do** admit the offence, we will write to you again to tell you what the outcome is and inform you of your right to appeal. If you **do not** admit to the offence, we will send you an invite to a meeting where you can put your side forward.

We understand that this might be a difficult decision for you and we encourage you to go to the [Students Union Advice Centre](https://www.staffsunion.com/advice/) to talk this through.

If you have any questions, please contact me. I will need your decision (by return of e-mail) within one week.