

File Note Template - Student Academic Misconduct

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| Your details | |
| **Name:** | **Staff Number:** |
| **Position:** Course Convenor / Dean (Learning & Teaching) | |

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| Student’s details | | |
| **Name:** |  | **Student Number:** |

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| Details of academic misconduct concern | |
| **Assessment Item:** | **Course:** |
| **Type of Concern:** | |
| **Date of Concern:** | |

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| Meeting details | | | |
| **Date:** | / / | **Time: :** am/pm | **Location:** |

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| **RECORD OF CONVERSATION** |
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