

File Note Template - Student Academic Misconduct

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

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

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

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

|  |
| --- |
| **RECORD OF CONVERSATION** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |