**Notification of meeting to discuss allegation**

Dear ,

As Course Coordinator of [insert course], I am writing to advise that an allegation has been made that you have engaged in academic misconduct and that you may be in breach

of the CIHE *Academic Integrity and Honesty Policy*.

[Outline allegation, include unit name and number, assignment name and date of submission].

A copy of the information provided to me is attached.

The CIHE *Academic Integrity and Honesty Policy* requires that we meet to discuss the allegation and the evidence supporting it. The meeting for this purpose is scheduled for:

Date:

Time:

Place:

Contact:

Attached is all the information that will be considered at the meeting.

Note that, if you fail to attend, the matter will be considered in your absence.

You may arrange to be assisted at the meeting by a support person. They may advise you, but may not act as your advocate or make direct comment in the meeting.

The CIHE *Academic Integrity and Honesty Policy* and *Student Grievance Handling Policy and Procedure* are available at XXXX.

Yours sincerely,

Course Coordinator [Insert Course]