

Plagiarism Management Procedure

Version	Approved by	Approval date	Effective date	Next full review
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Template 4 – Notification from Head of School/delegate to student of appeal outcome

I refer to your email dated [date] seeking to appeal the determination made by [name of SSIA] on [date].

According to Part 4 Appeals of the **UNSW Plagiarism Management Procedure**, a student may appeal against a determination of student misconduct only on the grounds of lack of procedural with the procedures used by a decision-maker, rather than the actual outcome reached.

Key requirements of procedural fairness include:

1. Ensuring that respondents are provided with all necessary details of the allegations that have been made against them
2. Ensuring that respondents are given a proper opportunity to respond to the allegations in an appropriate way before a decision is made (including detail of any mitigating circumstances)
3. That persons involved in deciding an outcome do not have any bias or conflict of interest
4. That a decision is based

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