**EMAIL TEMPLATE – Initial advice to student and interview request**

Dear << student name>>

Re: << Assignment or course work the incident relates to>>

It has come to my attention that there may be a potential <<[Poor](https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/academic-integrity-copyright/about-academic-integrity.html) Academic Practice /Academic Misconduct>> issue with your << assignment/course work details >> for <<course name and number>>.

I would like to make a time to meet with you <<in person/online>> to discuss this matter. Also in attendance at the meeting will be […..]. You are welcome to bring a support person to the meeting.

Our availability for a meeting in the next week is:

<<insert days of the week and times of day>>.

Please indicate by return email which of these you can attend.

Please note, if a response is not received from you within <<5 working days(PAP)/10 working days(Academic Misconduct)>> the process will proceed without your input.

The University’s Statute for Student Academic Misconduct may be accessed [here](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/teaching-and-learning/students.html). Free independent advice and support for students is available through [AUSA Student Advocacy](http://www.ausa.org.nz/support/advocacy/).

Regards,

<<your name>>

Course Director or <<course name and number >> or Academic Integrity Adviser