Your Name

Your Address

Your Email

Telephone Number

Student Number

Date

Dear

Paragraph 1.

In your first paragraph you will need to give information such as

* Who you are
* What course you are doing
* What year you are in
* Whether you are writing to accept or deny the allegation of academic misconduct

Paragraph 2, 3, 4 etc

* In the following paragraphs you will need to explain what has happened and the reasons this allegation may have come about. Try to explain things in chronological order and give a detailed explanation with dates, names etc. ie. Is there a reason you may have worked with another student on a particular topic?
* Sometimes the inclusion of a detailed timeline can make things much clearer to understand, so you should consider this if it is relevant in your situation.
* In these paragraphs/ on your timeline you should also refer to any evidence that you might have, like doctors’ letters, other supporting letters or documents, emails, bank statements etc. and attach them as an annex.

Closing Paragraphs

* In your final paragraph you will need to give information on what you would like the outcome of the allegation to be.
* Is this your first offence etc? What have you been like as a student? However, don’t make it too emotional.

Yours Sincerely

Your Name