**Invitation to Academic Integrity Meeting**

Sent from the Director of Teaching and Learning. Student should be given at least 3 days notice.

**Please note: This letter will differ slightly depending on whether the student has already been spoken to, or written to, about the concern. This should be considered when drafting the letter.**

Full Name:

Student No:

Course Title:

Module code:

Dear [Student],

**Re: Invitation to attend Academic Integrity Meeting**

I am writing to invite you to an Academic Integrity Meeting to address a matter of concern regarding your academic conduct in [assessment/exam] for [module name and code]. The meeting is scheduled for [Time] on [Date] and will take place at [Location – this can be online]. We understand that such discussions can be challenging, and we want to provide you with the opportunity to respond to these concerns. We therefore ask that you do the following:

1. Complete the relevant Academic Integrity Response Form ([UG](https://www.tcd.ie/media/tcd/academic-affairs/docs/response-form-ug-(2).docx) or [PG)](https://www.tcd.ie/media/tcd/academic-affairs/docs/response-form-pg.docx) outlining the details of the incident in question by [deadline]. You may seek support from [your tutor/PAS] before doing so and return via email.
2. Indicate by email whether or not you (and a representative) plan to attend this meeting by [deadline].

You are entitled to bring a representative to the meeting, who must be either your tutor/member of the Postgraduate Advisory Service or a representative from the Students’ Union. Your representative may take notes, make representations on your behalf, and ask questions, but you will be expected to answer questions on your [assessment/exam] yourself.

This meeting will be attended by:

1. Director of Teaching and Learning [UG/PG]
2. Two other members of academic staff (one from the discipline to which the module belongs)

Your module coordinator may attend the meeting if they wish, but only to provide details of the case.

Yours sincerely,