**Invitation to discuss suspected infringement of Calendar Regulations on Academic Integrity**

Sent from the Module Coordinator

Full Name:

Student No:

Course Title:

Module code:

Dear [Student],

**Re: Suspected Infringement of Calendar Regulations on Academic Integrity**

I am writing to address a matter of concern regarding your academic practice/conduct in [assessment/exam] for [module name and code]. It has come to my attention that there are grounds to suspect an infringement of the Calendar [II or III] regulations on academic integrity.

The suspected infringement involves [provide a brief description of the alleged misconduct, such as plagiarism, collusion, etc.]. As an academic institution committed to upholding the highest standards of integrity, it is essential that we thoroughly review such matters to ensure the fair and equitable treatment of all students.

In accordance with our academic misconduct procedures, on which further information can be found at [https://libguides.tcd.ie/academic-integrity/](https://libguides.tcd.ie/academic-integrity/about) we are inviting you to come forward and admit to the misconduct on this [assignment/exam]. If you do so there may be an opportunity to accept a consequence that is more lenient than if a formal investigation were to proceed. This approach is designed to encourage honesty and transparency while acknowledging that individuals can make mistakes.

It is important to note that accepting a lesser consequence is entirely voluntary, and you have the right to request the convening of a formal Academic Integrity Meeting. You can obtain information on the potential consequences of academic misconduct at <https://libguides.tcd.ie/academic-integrity/consequences>.

I understand that this may be a difficult situation, and I want to assure you that we are committed to a fair and impartial process. If you have any questions or concerns, I advise you to contact [your tutor/Postgraduate Advisory Service].

Yours sincerely,