Notice of plagiarism offence/poor academic practice

Dear

Following our recent meeting I am writing to confirm that I have concluded that plagiarism has occurred due to poor study skills and it was accepted that there was no attempt from you to gain academic advantage in connection with ... Coursework assignment Module mnemonic and title.

In line with the University’s framework on plagiarism a penalty of State penalty here has been applied. This outcome will remain on your record both centrally and in the department and will be referred back to if you are suspected of any plagiarism in the future.

If you are not happy with this outcome you may request that your case is heard by the Standing Academic Committee. If the plagiarism decision is upheld they can issue the same or harsher penalties as the department. Any request to be heard by Standing Academic Committee must be sent to the Student Registry within the next seven days.

If you have any problems with essay writing in general or this essay in particular there are various sources of support that you can access. The tutor on the course will be happy to help and advise you. The Student Learning Advisors (FST/FHM – Robert Blake, LUMS – Gill Burgess, FASS – Joanne Wood) offer drop-ins on academic skills and one to one tutorials for students who are struggling. The counselling service can talk to you about your personal life and organising you time and you can seek help or advice from the LUSU Advice Centre. Remember this is your degree and your responsibility, people are happy to help but you need to ask them for that help.

If you have any questions about the content of this letter or the policies and procedures that are operating here then please do not hesitate to approach either myself, your name, Student Registry ugregistry@lancaster.ac.uk or the LUSU Advice Centre lusu.advice@lancaster.ac.uk.

Full details of the university’s plagiarism framework can be found at:

https://gap.lancs.ac.uk/ASQ/Policies/Documents/Plagiarism-Framework.pdf

Yours sincerely