Notice of plagiarism offence

Dear

I confirm that I have now concluded my investigations into the alleged [plagiarism / collusion] in connection with [cmod] and I have established that an academic offence has been committed.

This is a very serious offence and is not taken lightly in the University.

In line with the University’s policy on plagiarism the work will be awarded a mark of zero with no opportunity for resubmission.

If you are not happy with this outcome you may request that your case is heard by the Standing Academic Committee. If the charge of plagiarism 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.

This offence will remain on your record both centrally and in the department. Any subsequent plagiarism offence may result result in a referral to Standing Academic Committee with the recommendation of exclusion.

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, Richard English (ext.92136) from the Student Registry or the Students’ Union (ext.93765 or lusu.advice@lancaster.ac.uk).

Yours sincerely

[name]
Academic Officer
[Department]