Notice of Poor Academic Practice

Dear

As you will note from feedback on the ............... piece of work recently returned to you, I was concerned that certain aspects of this work may have been plagiarised.

After reviewing your case I have decided that the plagiarism occurred due to poor study skills and there was no attempt to gain an unfair advantage. In accordance with the institutional plagiarism framework the work has been marked with the affected sections of the text having been set aside.

This incident will be recorded on your central university record and will be referred back to if similar issues arise in the future. If you do want to discuss my findings, the mark or action taken please do not hesitate to contact me.

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

https://gap.lancs.ac.uk/ASQ/Policies/Pages/PlagiarismFramework

Yours sincerely

[name]
Academic Marker
[Department]