STUDENT NAME

STUDENT ADDRESS

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**Student ID:** XXX

Dear STUDENT NAME,

**Allegation of Plagiarism at the Introductory Stage - Interview on XXX, at XXX, in XXX**

This is an important letter that requires your immediate attention. At the end of the letter you are referred to potential sources of support to assist you if you wish.

**Your Invitation to the interview**

I am writing to invite you to attend an interview WITH ME / WITH XXX to discuss issues around an allegation of plagiarism which has arisen through the marking of your XXX assignment submitted on XXX. You are strongly encouraged to attend the meeting to have a discussion about your assignment.

At this stage, this is an allegation. This meeting is to establish if plagiarism has occurred and will be your opportunity to have a discussion regarding your assignment.

This meeting is being held in accordance with the University procedures for dealing with allegations of plagiarism and will be an **Introductory Stage** meeting. I advise you to refer to the procedures which are available at: <http://www.canterbury.ac.uk/Support/learning-teaching-enhancement-unit/Policies/Plagiarism.aspx>

If you are unable to attend at this time for good reason, an alternative date may be agreed. You need to contact me no later than 24 hours before the meeting, so that it can be rescheduled.

**Accompanying Documentation**

Please find attached to this letter:

* your **Turnitin Originality Report.** I would ask you toensure you have read and understood this, and to bring it to the meeting
* details of the online sources / other work to which your work is matching.

**Potential Outcomes**

A decision will be made whether you choose to attend a meeting or not. A form will be used to record the outcome. A copy of this form will be sent to you and to myself.

The potential outcomes following an **Introductory Stage** meeting are:

1. Re-presentation of the piece of work (or pieces of work) subject to the plagiarism enquiry, with no penalty (unless you decline to re-present, in which case a mark of zero is awarded for any plagiarised sections);
2. Attendance at study support sessions to enable you to develop the appropriate style of presentation;
3. Re-interview with the tutor on the marking of the re-submission of the work with a view to review your progress and to identify further action points.
4. Referral to a Stage 3 Faculty Panel. This would only be for cases of gross academic misconduct.

Please note that should there be a case of plagiarism established, any reoccurrence following an Introductory Stage meeting will result in further proceedings in line with the procedures.

**Contact Details for Advice and Support**

As this is an advisory session, you will be asked to attend the interview alone. However, should you wish to seek support in preparing for the meeting, you may wish to contact one or both of the following:

**Students’ Union**: advice@ccsu.co.uk

**Student Support, Health and Wellbeing**: <http://www.canterbury.ac.uk/students/support-services/support-advice-and-wellbeing/support-advice-and-wellbeing.aspx>

If you wish to seek support, you are encouraged to approach the relevant staff in good time before the meeting date; you can also gain further advice via the Students’ Union website at: [www.ccsu.co.uk/plagiarism](http://www.ccsu.co.uk/plagiarism)

If you have any queries about this process, please feel free to contact me.

Yours sincerely

NAME OF PROGRAMME DIRECTOR

Programme Director for [NAME OF PROGRAMME]