STUDENT NAME

STUDENT ADDRESS

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**Student ID:** XXX

Dear STUDENT NAME,

**Allegation of Plagiarism at Stage One - Programme Level 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 Meeting**

I am writing to invite you to attend an interview to discuss issues around an allegation of plagiarism which has arisen through the marking of your XXX assignment submitted on XXX.

Your interview with be with XXX (Marking Tutor) and XXX (Investigating Officer). 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 interview is being held in accordance with the University procedures for dealing with allegations of plagiarism and will be a **Stage** **One** 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 chose 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 a **Stage** **One** meeting are:

1. Only the sections of the assignment determined not to be plagiarised will be assessed, with a mark of zero for those sections that are not assessed;

2. Requirement to amend the work and re-present the assessment, which will then be subject to a capped pass mark at the level of the assessment;

3. Requirement to attend specified study support sessions to address weaknesses identified through the investigation. Failure to attend would result in the mark of zero for the re- presented work;

4. Requirement to have a further interview with your tutor after the marking of the re- presented work to review progress. Failure to attend would result in the mark of zero for the re-presented work.

1. 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 a **Stage One** meeting will result in further proceedings in line with the procedures.

**Contact Details for Advice and Support**

You may wish to seek support in preparation for the meeting from the University or the Students’ Union

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

You are encouraged to approach the Students’ Union 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)

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

In addition you have the right to be accompanied to the meeting by a friend (defined as a fellow student, a member of the Students’ Union or a member of staff of the University).

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]