STUDENT NAME

STUDENT ADDRESS

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**Student ID:** XXX

Dear STUDENT NAME,

**Allegation of Plagiarism at Stage Three - Faculty Panel 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 a Faculty Panel to discuss issues around an allegation of plagiarism which have arisen through the marking of your XXX assignment submitted on XXX.

Your interview with the Panel will be at XXX on XXX in XXX. You are strongly encouraged to attend the interview to have a discussion about your assignment. When you arrive, please wait to be called in by the Panel Administrator.

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 a **Stage Three** Panel. 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 48 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. You will be notified of the Panel’s decision by letter and a copy will be forwarded to your Programme Director(s) / Academic Support Office.

The potential outcomes following a **Stage Three** meeting are:

1. The Panel has the discretion to determine the range of academic penalties to be imposed, which may include a recommendation for expulsion from the programme (subject to the appeals process);
2. Where the panel permits the re-submission or re-examination of work (subject to the maximum number of resit opportunities permitted), the extent of the re-submission required will be determined by the panel, and is not limited to the re-submission of work for the module concerned;
3. The Panel may determine that work from other modules may need to be re-submitted, even when you had been deemed to have passed the work concerned.

**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](mailto: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 Dean

Dean of XXXXXX