Ref/Student ID

Date

Name

Address

Dear

I have received a report from a member of staff which alleges that <insert details of work in question> contains plagiarised material. Under the University’s Statement on Plagiarism, the Head of School is required to investigate this matter and I am writing to request that you come to see me on <insert date> at <insert time> in the <insert location>.

For your information, I enclose with this letter a copy of the Plagiarism Statement. May I particularly draw your attention to clause 32.11 and advise you that you have the right to be accompanied, assisted or represented by one of the following: a parent or guardian; a fellow student or other friend; an Officer of the Students’ Representative Council; a member of University Staff; or any other person.

The <insert location> is located <insert location details including directions if necessary>.

Please call or email <person to be contacted (phone no./email address)> by <insert deadline> to confirm safe receipt of this letter and that you will be present on <insert date of interview> as requested.

If you have any questions with regard to the operation of the procedures set out in the Plagiarism Statement or in the Code of Student Conduct then you are advised to contact the Senate Office. Please email student-conduct@glasgow.ac.uk in the first instance.

Yours sincerely

Name

Head of School