Ref/Student ID

Date

Name

Address

Dear

I refer to your appearance before me on <insert date> in connection with a report which alleged that <insert details of allegation>.

Having considered the evidence and your explanations, I have concluded beyond reasonable doubt that your assignment does indeed contain a <significant/fair/small - delete as appropriate> amount of text which has been plagiarised. Plagiarism is considered to be fraudulent and is an offence against University student conduct. Therefore, I have decided that the grade you will receive for <the piece of work concerned> will be <Grade H - or other as appropriate>. You will/will not be permitted to resubmit the work. (Delete section in yellow, below, if not permitted)

I was concerned that:

* <insert list explaining the main problems with the work>

You are advised/required to:

* <give details of good practice>
* <give details of sources of further information>

You are now required to <insert details of resubmission> to be submitted by <insert **deadline**>.

The University has an excellent reputation for the quality of its degrees. Academic misconduct, including plagiarism, can undermine that quality and reputation. Action is therefore taken against students found to be using unfair means in assessments to ensure that academic standards and the reputation of the University are upheld.

You are also warned that if you are brought to my attention, or that of any other Head of School, again in the future whilst you continue to be a registered student of this University, in respect of plagiarism, then the matter is likely to be referred to the Senate Assessors for Student Conduct. A copy of this letter will be lodged in the Senate Office and kept as a record of this incident.

You have the right to appeal to the Senate Assessors for Student Conduct with respect to the penalty imposed by me. Your appeal must be made in writing to the Senate Office – [student-conduct@glasgow.ac.uk](mailto:student-conduct@glasgow.ac.uk) - within 10 working days of the date of this letter.

Yours sincerely

Name

Head of School

Cc: Member of Staff reporting

Chief Adviser of Student’s home college

Senate Office