TS/BJ/0299999

13 February 2003

Mr R Brown

154 Hillhead Close

Glasgow G12

Dear Mr Brown

I refer to your appearance before me on Monday 10 February 2003 in connection with a report which alleged that the essay you submitted for the XXX course had been plagiarised from a web-based source.

Having considered the evidence and your explanations, I have concluded beyond reasonable doubt that your assignment does indeed contain a significant 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 essay concerned will be Grade H.

I was concerned that:

* you did not list the sources you used in the bibliography;
* you did not properly acknowledge direct quotations

You are advised to:

* be scrupulous in referencing both in bibliographies and throughout the text;
* refer to the instructions on referencing on the University Library website or on the departmental website.

You are now required to compose a new piece of work on an alternative title which will be provided by the Course Leader to be submitted by **10 March 2003**.

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 - within 10 working days of the date of this letter.

Yours sincerely

Professor T Smith

Head of School

Cc: Member of Staff reporting

 Chief Adviser of Student’s home college

 Senate Office