

Quality Code for Higher Education

Plagiarism Caution Letter

[Name of student]

[Title of module and piece of assessed work]

Finding of Plagiarism

This letter is to confirm that the examiners have identified sections of the above piece of work which are plagiarised in breach of the Regulations on the Use of Unfair Means. These sections have been identified ... [explain how].

This letter is a formal caution. This requires you to do three things:

- (1) properly acknowledge the sources you have used in producing the work – you may not otherwise change the work
- (2) re-submit the piece of work by [deadline]
- (3) seek further guidance so that you do not in future submit work which is plagiarised [define what this further guidance involves]

If, after receiving this letter, you submit further work which is plagiarised, an Adjudication Panel will be held. That Panel will have powers to impose severe penalties which will significantly affect your progress on your programme of study and could result in your programme being terminated.

The purpose of this caution is to provide you with an opportunity to learn from what has happened, without suffering severe penalty, and to ensure it is not repeated. The maximum mark you may be awarded, however, is **40** for the piece of work in question.

If you do not re-submit the work you will be awarded **zero** for the piece of work.

If you do re-submit it, but do not give all the references required, you be awarded no more than **30** for the piece of work concerned.

Right to challenge this caution

If you do not agree with this caution – for example because you do not accept that the work is plagiarised – you have the right to a hearing before a full Adjudication Panel. You have 14 (calendar) days in which to notify the [Academic Head] in writing if you wish to challenge the decision. **You are hereby warned that if such an Adjudication Panel finds that the work is plagiarised the penalty it will impose will be more severe than the penalty if you accept this caution.**

Further guidance

The full version of the Regulations on the Use of Unfair Means can be found at <http://www.rotherham.ac.uk/HigherEducation>.

You may need further guidance to decide what to do next. You should consider talking to your Course Tutor and/or Student Services.