

Your Department

Your Name and Title  
Your Campus Address  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T (your code)  
Telephone (204) you-rpho  
Fax (204) you-rfax  
Email your\_email@umanitoba.ca

-This template is the *first letter* sent to the student by the Department Head, Program Coordinator, or Institute Director upon receiving a report of alleged academic dishonesty (plagiarism or duplicate submission). This sample is for a Faculty of Arts Student.

(Insert date)

(Insert student's name)

(Insert student's address)

(Email address [optional])

Dear Mr./Ms. (Insert student's surname):

**Student Number:** (Insert student's identification number)

I am writing to advise you that I have received a report from Professor (insert instructor's name) for (insert the name of your department, program, or institute) (insert course number), section (insert course's section number) taught during the (insert either 20\_\_ Fall Term or 20\_\_ Winter Term or 20\_\_-20\_\_ Fall/Winter Terms) that alleges you engaged in an act of academic dishonesty in the submission of (insert the name of the assignment). (You may insert the specific breach of academic integrity in the allegation. For example; In the assignment, the professor alleges that you submitted plagiarized material in the use of uncited sources from xx).

After careful review of the report and in accordance with the University of Manitoba Student Discipline By-Law, I hereby advise that my office has initiated an investigation of the allegation(s) and that

- (1) the matter is one which involves university discipline and for which you may be penalized;
- (2) you may obtain a copy of the Student Discipline By-Law from the office of the University Secretary ((312 Administration Building, 474-6167) or on line at [http://www.umanitoba.ca/admin/governance/governing\\_documents/students/](http://www.umanitoba.ca/admin/governance/governing_documents/students/) and
- (3) you have the right to appeal any decision that may be made.

I strongly recommend you contact the Office of Student Advocacy (520 University Centre, 474-7423, [student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)) to obtain information and advice in this matter.

In order to deal with this matter, I am asking you to call ([insert name of contact person and office phone number](#)) and make an appointment to see me as soon as possible but not later than ([insert deadline date for reply ten \(10\) days from the date above your salutation, which should be the same date as the day you post the letter](#)). The following individuals will be present at the meeting: (names). If an appointment has not been arranged by this date, I will proceed to disposition without the benefit of your input.

Yours sincerely,

([Insert your name](#))

Head, Department of ([insert name of Department, Program, or Institute](#))

([Insert your initials](#))/([Insert initials of person preparing the letter](#))

c. Professor/Instructor involved

[www.umanitoba.ca/arts/faculties/](http://www.umanitoba.ca/arts/faculties/)([insert your Department, Program, or Institute name](#))