Dear [Name],

During the marking of an assessment task for the unit ACCT1000 Introduction to Accounting concerns were raised about your work. The Unit Coordinator has reviewed your work and is satisfied that there is clear evidence of plagiarism as described in the Incident Details section below.

Plagiarism Incident Level I

Incident Details: It is alleged you [redacted]

As a result, your assessment has not yet been marked. You have the opportunity to address these issues and resubmit your essay by 29 April 2016 however, you must first attend one of the Faculty Plagiarism Level 1 sessions that are scheduled at the Learning Centre early next week: [link]

Writing with academic integrity is an essential skill for you to master. If you are unsure about requirements or how to meet them, please consult the Academic Integrity at Curtin Student Guidelines Book [link]. Additional assistance with developing academic writing skills is available to all students at The Learning Centre [link].

Due to the circumstances of this situation, this occurrence is being dealt with under the procedures established for Level I plagiarism. Level I plagiarism is not considered to be Academic Misconduct. It is an opportunity to receive education on writing with academic integrity, which will be of benefit throughout your course of study.

The following has been recorded:

- You are required to complete an educational task designed to help you understand how to avoid plagiarism in your work. Unless advised otherwise, this task consists of reading the [Student Plagiarism Booklet](https://academicintegrity.curtin.edu.au/global/studentbook.cfm) (available online) and you should do this as soon as possible. You are required to confirm that you have completed the task.
- Once you have completed the tasks outlined above, please refer back to the instructions included in the accompanying email.
- You have been given permission to resubmit your work after you have addressed the issues identified above. The resubmitted work will be marked as if it was a first attempt.

A notification of Level I plagiarism is not an accusation of Academic Misconduct and therefore should not need to be appealed. However, if you ignore the advice and support offered and produce work considered to be plagiarised in the future, this may result in a more serious plagiarism offence.

You are encouraged to make full use of the guidance for students available on the [Academic Integrity](https://academicintegrity.curtin.edu.au/global/studentbook.cfm) website. This website contains a range of resources designed to help you understand and avoid plagiarism in your work. Yours sincerely

Curtin Business School (CBS)