

**APPENDIX 4**

**ACADEMIC INTEGRITY REPORT OF PLAGIARISM 1<sup>ST</sup> OFFENCE FORM**

Name of the student

Student Email

Student ID

Date

Name of complainant submitting this report

Department of complainant

Course

Faculty and Dean

Name of Chair or colleague confirming the occurrence of Plagiarism

Is the student's name on the Academic Discipline Registry?      Yes                      No

**If yes**, do not use this form. **The student has already committed an academic integrity infraction, proceed to section 2.1** in the Academic Integrity policy and record the infraction on the *Academic Integrity Offence Report*. **You require the other form.**

**If no**, continue using this form.

Description of the event (attach a file(s) describing the event if necessary):

Consequence imposed (check all that apply):

The student is required to rewrite and re-submit the assignment.

- Date for resubmission:

The grade assigned for the original submitted work is reduced by

A grade of zero is assigned for the original submitted work.

- ✓ The student is required to seek assistance from an instructor with the Academic Success Centre (ASC), to ensure an understanding of the rules of academic integrity and complete the Academic Integrity Moodle course. The student must complete the ASC's online training module on academic integrity. (Typically within 2 weeks of notification.)

- Date to complete ASC academic integrity module by:

The student must get assistance from an Academic Success Centre instructor for the completion of a revised assignment.

## Academic Integrity Policies and Procedures

A meeting was held with the student to discuss the findings of this report.

The student was directed to make an appointment with the Academic Integrity Advisor at the Academic Success Centre if the student had further questions about next steps.

Other (please specify and attach file(s))

To conclude this form, save it for your records and distribute to the following:

- The Registrar -- **registrar@stfx.ca**
- The student -- e.g.: **x2087abc@stfx.ca**
- The Academic Success Centre -- **academicsuccess@stfx.ca**
- The Chair of Senate Committee on Academic Integrity -- **scai@stfx.ca**

Attach a copy of the plagiarism issue within the student's work and identify the original source material(s).

If you have questions, please contact the Academic Integrity Officer at **AIO@stfx.ca**