



University of  
South Australia

[date]

[filing code]

[name and address of student]

Dear [name of student]

### **Academic Integrity Discussion**

Your course coordinator has forwarded your Assignment 1 for [name of course], on the basis that there may be evidence of an academic integrity breach under Section 9 of the University's Assessment Policy and Procedures Manual.

I am very concerned about your incomplete referencing throughout your assignment. In the body of an assignment, you must ensure that all material is acknowledged, and whenever a direct quotation is used (ie whenever you copy word for word from a source) that "quotation" marks are placed around these words to indicate that they are not your own words but those of somebody else and include the correct page number of the source. It is not enough to just change a couple of the words within a quotation. The better alternative is to summarise what you have read (ie put the material in your own words) and cite. You must look at every sentence you have written and reference it if the idea came from a source, ie it is not general knowledge.

Please refer to the *Turnitin* report attached with this letter (*Turnitin* is a software program which allows us to check your work against a large database of students' work and Internet sources). You will note that there is an overall similarity index of 52% for your essay. In addition Source 1, a match of 15%, is a direct match to an uncited internet source. We invite you to explain why this is the case.

You are required to respond to this letter within 7 days to [name and contact details of administrative officer] your explanation regarding the issues within your submission. Failure to respond will be recorded as zero for the assignment. Before responding please read carefully Section 9 of the University's Assessment Policies and Procedures Manual at <http://www.unisa.edu.au/policies/manual/default.asp>

Yours sincerely,

[name]  
Academic Integrity Officer  
School of Management

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