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| **Indtast modtagers fulde navn** **og student-mail** | **Afdelingsnavn**AdressePO Box 159DK-9100 AalborgCase officer:Dit navnTel.: +45 9940 ####Email: xxx@xxx.aau.dk |

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 Date: 2 March 2018
 Case no.: 2018-603-00

**Notice of meeting**

**VÆR OPMÆRKSOM PÅ AT TILPASSE TEKST HVOR DER ER RØD MARKERING SAMT AT ÆNDRE DEN RØDE TEKST TIL SORT!!!!**

You are suspected of exam cheating in connection with your examination in XXXXXX in the first/second/third/fourth/fifth/sixth semester of your bachelor’s programme/professional bachelor’s programme/master’s programme in XXXXX; see the attached documentation in the form of XXXXX. The case is considered in accordance with the [Rules regarding disciplinary measures for students at Aalborg University](http://www.haandbog.aau.dk/dokument/?contentId=349579). An excerpt is attached.

To throw more light on the case, you are summoned to a personal meeting where you have the right to bring along an observer. The meeting will be held on XXXX at (lokation). Please confirm that you are able to attend. If you are unable to attend the meeting, you may submit any comments you may have on the case by email within the same time limit.

Based on the meeting and the documentation available in the case, it will be assessed whether the case will result in a sanction being imposed in accordance with the disciplinary rules.

Kind regards,

# Excerpt from ‘Guidelines on Rules regarding disciplinary measures for students at Aalborg University’

A disciplinary case can normally be divided into three more or less separate phases:

1. Reporting phase (discovery phase)
2. Investigation phase (preliminary phase)
3. Decision phase

#### Reporting phase (discovery phase)

The disciplinary rules apply to the conduct of all students at the University, to the extent that students’ conduct takes place under the auspices of the University, in situations which are comparable with this, or in situations where students are or ought to be aware that their conduct may influence the function of the University.

If it is suspected that the conduct of a student is in conflict with the disciplinary rules, the case must be reported to the line manager in charge of the relevant premises or the relevant activity.

#### Investigation phase (preliminary phase)

Upon receipt of a report, the line manager in charge carries out preliminary investigations of the case by obtaining the necessary documentation and by summoning the student to a personal interview to throw more light on the case. The student is entitled to bring along an observer. If such an interview is not possible, communication will take place in writing instead.

If the line manager in charge finds that the suspicion is confirmed, the case must be reported to the Rector if – and *only* if – it is found that the gravity of the case ought to result in the student being expelled from the University. In all other cases, the line manager in charge decides the case. The reporting of a case must meet certain formal requirements concerning identification of the student reported and the available documentation pertaining to the case.

#### Decision phase

The case is decided in accordance with the rules of administrative law, including in particular the requirements for consultation of the parties involved, grounds and appeal guidelines etc. If it is found to have been proved that the student has violated the disciplinary rules, one or more of the following sanctions may be imposed:

1. Issue of a written or verbal warning against repeated violation of the rules.
2. Expulsion from an examination if the examination rules are found to have been violated – which will entail that the student is registered as ‘absent’ from the examination in question.
3. In cases of gross or repeated violation of the disciplinary rules, the Rector may also expel a student from the University. Expulsions may be temporary or permanent and entail that, during the expulsion period, the student is excluded from participating in any activities at the University, including classes and examinations. In case of temporary expulsion, the student will be registered as being on leave during the expulsion period.

Particularly where plagiarism is involved, the case will generally be assessed on the basis of the following guidelines:

* *Gross plagiarism*: If more than 5% of an examination paper is an exact copy *or* if more than 50% of an examination paper contains other forms of plagiarism, the student will normally be expelled from the University.
* *Plagiarism*: If less than 5% of the examination paper is an exact copy *or* if 5-50% of the examination paper contains other forms of plagiarism, the student will normally only be expelled from the examination.
* *Simple plagiarism*: If less than 5% of the examination paper contains forms of plagiarism other than an exact copy, a warning will normally be issued.
* Aggravating or extenuating circumstances may affect the assessment of the above. Cases of repeated violation will normally be deemed to constitute *gross plagiarism*.

In addition to the above sanctions, it may be decided to impose other special measures and/or sanctions – including *postponement* of an examination where exam cheating is suspected, if the matter cannot be clarified before the scheduled examination time.