Date: 4. august 2017

Initials: X /Y

To [***navn på den studerende***]

This is to notify you that a report has been made to the Vice-Chancellor’s office because of suspected irregularities according to the “Rules regarding disciplinary measures for students at SDU” from 1. May 2017,in your examination assignment in the course [***navn på fag og fagkode***]

As soon as possible you will receive a formal email from the Vice-Chancellor´s office with a notice of meeting and a copy of the report of the irregularities that have been reported.

The meeting is the consultative procedure consultation with party/parties involved, that SDU offers you according to the Danish administrative law.

At the meeting you will have the opportunity to present your case, and according to the Danish Administrative law §8, you are entitled to be assisted by a lay representative at the meeting.

The assessment of your examination paper is suspended until the Vice Chancellor has decided in the case. The decision determines whether the assignment will be assessed or dismissed for assessment.

For more information please also view this link: <http://www.sdu.dk/Information_til/Studerende_ved_SDU/Eksamen/snyd>.

The caseworker, that will be handling your case, can be reached by phone at 6550 4470. Office hours are daily from 8 – 15.

Best regards

**YY**
xxx

|  |  |
| --- | --- |
| Tlf. | +45 6550 xxxx |
| Mobil | +45 6011 xxxx |
| Email | xxxxxxx |
| Web | [xxxxxxxxx](http://www.sdu.dk/ansat/lju) |
|  |
|  |  |