# Minor Offence Template Letter [remove]

**Confidential**

Case ID:

Email to xxxxxx

date   
 Ref/student ID

Dear X

**Your Recent Assessment Submission for Module xxx**

I am writing to inform you that a referral has been made to the [School/Divisional] Academic Misconduct Committee regarding your assessment [xxx] for [module xxx]. A referral is made when the marker believes there may have been a breach under the regulations in Credit Framework [Annex 10: *Academic Misconduct: Principles and Procedures*.](https://www.kent.ac.uk/teaching/qa/credit-framework/index.html)

The referral form (copy attached) gives the details of the allegation regarding your assessment, and the proposed action in this case. Also attached is the evidence regarding this referral.

The Chair of the Academic Misconduct Committee has considered the allegation and has determined on the basis of the available evidence that there is legitimate cause for concern about your work.

**Case and Penalty: Minor Offence**

The Chair has determined that the case against you should be treated as a **Minor Offence** (see section 6.3.3 of Annex 10). The proposed penalty is that a Formal Warning will be placed on your permanent record and [detail the penalty applied].

Please note that formal warnings are internal to the University and recorded permanently on KentVision. They are not visible externally to the University but, should this information be requested as part of an external reference request, it may be disclosed.

**Contesting the Allegation/Penalty**

If you believe you have grounds to contest the allegation and/or the proposed penalty you must respond to me within **10 working days** of this letter (i.e. by the deadline of xxx) [amend to a shorter period if necessary to ensure the outcome can be made available to a Board of Examiners meeting].

The proposed penalty will be automatically applied if you either decide not to contest the allegation or fail to respond to me within the deadline. If you elect to contest the allegation or the proposed penalty, the matter will be remitted for consideration by the Academic Misconduct Committee under the procedures set out at the formal stage for the conduct of Minor Offences (see Annex 10 section 6.3.3).

**Additional Information**

[Any discipline/PSRB-specific requirements?]

Please note that there is a requirement for Academic Integrity Training to be completed for all acts of minor academic misconduct where a penalty has been applied (section 6.3.3.9 of Annex 10). Students are required to complete the online learning module [**DP1025: Understanding and Avoiding Plagiarism**](https://moodle.kent.ac.uk/2021/course/view.php?id=566). Advice and guidance regarding academic writing can be accessed via: <https://www.kent.ac.uk/ai/index.html>.

Should you wish to speak to someone about the referral or penalty, please contact your academic adviser or [Divisional Academic Misconduct inbox].

You are also able to access advice and guidance in relation to any allegation of academic misconduct via Kent Union Student Advice Service.

Yours sincerely

**[Name]   
Secretary to the Academic Misconduct** **Committee   
[School]  
[Division]**

Cc: Module Convenor   
Academic Adviser