# Contested First/Minor Offence Template Letter [remove]

**Confidential**

Case ID:

Email to xxxxxx

 date
 Ref/student ID

Dear X

**Your Recent Assessment Submission for Module xxx: Hearing of the Academic Misconduct Committee**

As a result of your contesting the allegations made against your xxxx for xxxx, a hearing of the Academic Misconduct Committee will be convened to allow you the opportunity to respond in person. The Committee panel, including a student representative, will review the allegation against you based on the attached papers. Please ensure you bring these papers with you to the hearing. Further details of the hearing are given in the information section of this letter below and you should read this carefully.

**Please confirm that you will attend the hearing as soon as possible and by xxxx at the latest.** It is important that you contact me as you will have no further right of redress within the University’s appeals procedures if you do not attend an Academic Misconduct Committee hearing on the scheduled date without good reason.

You may submit further evidence to the hearing panel in person and/or in writing. The deadline for submitting any further evidence in writing is provided in the information section below. Please note that your case documentation (including any additional statements and evidence) will be shared with the panel members, which includes a student representative. Should you wish for any information not to be shared, please let me know by xxx.

You should regard the hearing as your opportunity to discuss the case with the panel in person, including the reasons why you feel the allegation against you should not be classed as a breach of the regulations, and/or to review the proposed penalty.

You and the panel are provided with copies of all written evidence (except where the Chair deems any item of evidence to be confidential to the Committee). This is attached with this letter. Verbal representations may be made in the hearing.

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.

**Academic Misconduct Hearing: Information**

* Please be advised that in line with Covid-19 guidance, Committees are currently taking place virtually.
* The panel will convene at **[xx] on [xx]** via the video conferencing software Microsoft Teams.
* The panel members will be the Chair of the Academic Misconduct Committee [name], two academic members of staff [names], and a trained student representative [name]. In addition I will be present as Secretary to the Academic Misconduct Committee to take notes of the proceedings.
* You should contact me by **[xx]** to tell me whether or not you will be attending the panel hearing [via email xxxx], so that you can be sent the invitation to the hearing on Microsoft Teams.
* [Any discipline/PSRB-specific requirements?]
* If you wish to attend the hearing you may be accompanied by a member of staff or a student of the University or a member of staff of the Students’ Union or a relative. If you wish to be so accompanied you must contact me as soon as possible to provide the details.
* Hearings are not legal proceedings and a legal representative may not normally accompany you, even if the legal representative is a member of staff or a student of the University or a member of staff of the Students’ Union or a relative. However, you may discuss legal representation with me, as per section 7.1.6 of Annex 10.
* If you wish to submit evidence in writing you must email this to me in advance, by **[date**]. You may submit evidence contesting the allegation and/or in mitigation.
* You may wish to contact your Academic Adviser or the Divisional Student Support Office about the hearing. Both have been copied in to this letter.
* Refer to Credit Framework [Annex 10: *Academic Misconduct: Principles and Procedures*](https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-academic-misconduct.pdf).

Yours sincerely

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

Cc: Module Convenor
Academic Adviser
Divisional Student Support Office