# First Offence (Stages 0/1) 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: First Offence**

Annex 10 section 6.3.2 provides the Chair with the discretion to treat the case as a First Offence. A First Offence may be issued to Stage 0 or Stage 1 undergraduate students provided that:

* The Chair is satisfied that the incidence of plagiarism is a result of poor academic practice;
* There is, therefore, no evidence of any intent to deceive;
* The piece of work constitutes the first such incidence of inadvertent plagiarism or self-plagiarism for the student in question. A student who has benefited from this discretion in Stage 0 may not benefit from it again in Stage 1.

The Chair has determined that in this instance the case against you should be treated as a **First Offence.**

**Penalty**

**[Amend as appropriate]** The Chair, in consultation with the marker, has determined that a mark of X% will be applied to your work based on the portion of your work that is not plagiarised. **OR** The Chair, in consultation with the marker, has determined that you should be permitted to revise the assessment to address the plagiarism and re-submit the assessment without penalty by the deadline of **[date].**

An inadvertent breach of the regulations leading to a First Offence will not result in a Formal Warning. The record of a First Offence will only be kept by the Secretary of the Academic Misconduct Committee until the student progresses from Stage 1 and at this point the record will be deleted.

**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).

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 of inadvertent plagiarism or self-plagiarism, 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?]

A referral for further guidance on academic practice will be made for you and it is important that you seek advice and guidance regarding your academic writing to help you improve for future assessments.

It is recommended that you 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