# Not 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**

As per the letter sent to you dated xxx, you are aware that the Chair of the Academic Misconduct Committee recently considered an allegation of a breach under the regulations in Credit Framework [Annex 10: *Academic Misconduct: Principles and Procedures*](https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-academic-misconduct.pdf) regarding your assessment [xxx] for [module xxx]. The Chair has determined that the case against you should be treated as a Minor Offence (see section 6.3.3 of Annex 10) and a Formal Warning will be placed on your permanent record and [detail the penalty applied] **OR** as a First Offence (see section 6.3.1/6.3.2 of Annex 10) and [detail the penalty applied].

The referral form previously sent to you provides details of the case.

**Confirmation of the Allegation/Penalty**

The letter dated xxx advised that if you believed you have grounds to contest the allegation and/or the proposed penalty you should do so by the deadline of xxx. You have not contested the allegation and the penalty of [xxx] is now confirmed.

This letter is your Formal Warning and will be placed on your permanent record [for Minor Offences only] **OR** 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 [for First Offences in Stages 0/1 only].

[As appropriate – any additional information in relation to the penalty]

**Additional Information**

Advice and guidance regarding academic writing can be accessed via: <https://www.kent.ac.uk/ai/index.html>.

The University of Kent regards academic misconduct as a serious offence and may impose significant penalties.

[As appropriate (does not apply for First Offences in Stages 0/1)] As this is the first instance of academic misconduct against you, this has been taken into account regarding the penalty awarded. Further transgressions, however, may result in harsher penalties (up to and including de-registration), as detailed in Annex 10 of the Credit Framework.

[Any discipline/PSRB-specific requirements?]

[For Minor Offences only] To ensure that you are supported in your future studies and to help you avoid similar concerns in future assessments you are required to undertake the online Academic Integrity Training module [**DP1025: Understanding and Avoiding Plagiarism**](https://moodle.kent.ac.uk/2021/course/view.php?id=566) on Moodle (see section 6.3.4.7 of Annex 10). Please follow the link and self-enrol to access the resource.

You have a right to appeal against the decision of the Chair of the Academic Misconduct Committee. Should you wish to take up this right, you should submit your appeal in writing within **15 working days** of the date of this letter. For more information please see section 9 of Annex 10.

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