# Notice of Academic Misconduct Referral - Template Letter (option)

**Confidential**   
Case ID/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/documents/cf2020-annex10-academic-misconduct.pdf).

The referral has been made under the category of [type of misconduct]. The referral form (copy attached) gives the details of the allegation regarding your assessment.

**[include this section if marks are delayed]** Your marks for this assessment will not be visible on KentVision or Turnitin until this referral has been reviewed by the Chair of the Academic Misconduct Committee. You will be able to view your feedback (and the similarity report) for this assessment, once it becomes available.

The referral is just a referral at this stage, it does not mean there is confirmed evidence of academic misconduct. Referrals are not kept on student records unless a breach of academic misconduct is confirmed. We will contact you again once the Chair of the Academic Misconduct Committee has reviewed this referral. You do not need to reply to us at this stage.

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]**