# AMC Hearing Outcomes Template Letter [remove]

**Confidential**

Case ID:

Email to xxxxxx

 date
 Ref/student ID

Dear X

**Academic Misconduct Committee Panel Hearing**

Thank you for attending the panel hearing of your academic misconduct case on xxx. **OR** As advised, the panel hearing of your academic misconduct case took place on xxx. This is to give you formal notification of the outcome of that hearing.

**Outcome**

[Serious Offence] The panel has decided that you are in breach of the regulations in your assessment X for module XXXX. The allegation against you meets the criteria for a Serious Offence (Annex 10 appendix A and Annex 10, section 6.3.4). The penalty issued for this case is [detail penalty] and the breach of regulations will be held on your permanent student record.

[Significant Offence] The panel has decided that you are in breach of the regulations in your assessment X for module XXXX. The allegation against you meets the criteria for a Significant Offence (Annex 10 appendix A and Annex 10, section 6.3.4). The penalty issued for this case is [detail penalty] and the breach of regulations will be held on your permanent student record.

[Minor Offence, if contested] The panel has decided that you are in breach of the regulations in your assessment X for module XXXX. The allegation against you meets the criteria for a Minor Offence (Annex 10 appendix A and Annex 10, section 6.3.3). The penalty issued for this case is [detail penalty] and the breach of regulations will be held on your permanent student record.

[First offence, if contested] As provided for in the Annex 10 regulations (section 6.3.1/6.3.2), you are to receive a First Offence. The panel has advised that this referral warrants a First Offence. It is recommended that the mark of X% for the original content of your work is applied to your assessment.

It should be noted that such inadvertent breaches resulting in a First Offence will not be issued with a Formal Warning. Furthermore, a record of a First Offence will only be kept until a student progresses from Stage 1, at this point, the record will be deleted.

It is important that you seek advice and guidance regarding your academic writing to improve for future assessments. Advice and guidance regarding academic writing can be accessed via: <https://www.kent.ac.uk/education/academic-integrity>.

**Additional Information**

[Any discipline/PSRB-specific requirements?]

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.

The reasons for the decisions of the Academic Misconduct Committee are [a summary of the Academic Misconduct Committee’s decision and the reasons for this (please indicate where this is a repeat offence) (can be copied from Section D, no 4. Outcome of the referral form]

You have a right to appeal against the decision 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.

If you wish to appeal this decision you may do so on the following grounds:

* Where there are reasonable grounds, supported by objective evidence, to believe that there has been an administrative, procedural or clerical error of such a nature as to have affected the recommendation of the Committee; and/or;
* Where there is evidence of illness or other extenuating circumstances that have impacted negatively on academic performance and which the student was, for good reason, unable to submit by the published deadline; and/or
* Where there is evidence of prejudice or bias or the reasonable perception of prejudice or bias against the student.

Appeals on these grounds must be submitted and conducted in line with the procedures set out in the [Academic Appeals Policy](https://www.kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance/policies).

Should you wish to speak to someone about the hearing outcome 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
Divisional Student Support Office