**Annex 10: Academic Misconduct Secretary Checklist**

Please note that these steps are intended as a guide to following the procedures of Annex 10 of the Credit Framework, and administrative staff may opt to complete some of these steps in a different order.

All cases should be concluded (from the point of referral to penalty and/or committee outcome) within **40 working days**.

# **Informal Stage**

[ ]  Marker or convenor completes the Academic Misconduct Referral Form.

[ ]  Secretary checks the case details and relevant evidence on MS Teams. Contact the Academic Marker via email if information is missing, or if further information is needed.

[ ]  Chair informed that case is ready for their review.

# **Formal Stage**

## **No Case to Answer**

[ ]  If the AMC Chair has reviewed the case and deemed that there is **no case to answer**, it’s good practice to inform the module convenor of this outcome.

[ ]  Prepare No Case to Answer Template Letter (Appendix H).

[ ]  Email PDF of letter to student and cc Module Convenor and Academic Adviser.

[ ]  Save letter to student file.

## **First/Minor/Significant (non-repeat) Offences**

[ ]  Ensure that MS Teams Referral Form is updated with the outcome information, if the AMC Chair has not already completed this.

[ ]  Prepare **First Offence (Stages 0-1) Template Letter** (Appendix D) / **Minor Offence Template Letter** (Appendix E) / **Significant Offence (First) Template Letter** (Appendix F) as appropriate.

[ ]  Email PDF of letter to student, attaching a copy of the Referral Form and relevant evidence (e.g. Turnitin Report), and cc Module Convenor and Academic Adviser and AMC Chair.

[ ]  Save letter to student file.

**Student has 10 working days to contest an allegation and/or penalty.**

[ ]  Prepare **Not Contested First/Minor Offence Template Letter** (Appendix I).

[ ]  Email PDF of letter to student.

[ ]  Save letter to student file.

[ ]  If the case is not contested after the deadline, the case can be marked as ‘resolved/complete’ on the MS Teams Referral Form.

**Student has 15 working days from date of letter to submit a Formal Appeal.**

## **Contested Minor Offence**

[ ]  Prepare **Contested First/Minor Offence Template Letter** (Appendix J).

[ ]  Arrange the Academic Misconduct Committee (this will include, reaching out to panel members to arrange a suitable time, and circulating relevant referral form and evidence to panel members).

[ ]  Email PDF of letter to student, attaching a copy of the Referral Form and relevant evidence (e.g. Turnitin Report), and cc Module Convenor and Academic Adviser and AMC Chair. **Include the date that the committee will take place.**

[ ]  In the meeting, take minutes.

[ ]  Update the MS Team Referral Form with the outcome of the AMC.

[ ]  After the meeting, ensure that the AMC Chair has approved the minutes then prepare **AMC Hearing Outcomes Template Letter** (Appendix K).

[ ]  Email PDF of letter to student.

[ ]  Save letter to student file.

## **Significant (repeat) or Serious Offence**

[ ]  Ensure that MS Teams Referral Form is updated with the outcome information, if the AMC Chair has not already completed this.

[ ]  Arrange the Academic Misconduct Committee (this will include, reaching out to panel members to arrange a suitable time, and circulating relevant referral form and evidence to panel members).

[ ]  Prepare **Significant (repeat) and Serious Template Letter** (Appendix G)

[ ]  Email PDF of letter to student, attaching a copy of the Referral Form and relevant evidence (e.g. Turnitin Report), and cc Module Convenor and Academic Adviser and AMC Chair. **Include the date that the committee will take place.**

[ ]  In the meeting, take minutes.

[ ]  Update the MS Team Referral Form with the outcome of the AMC.

[ ]  After the meeting, ensure that the AMC Chair has approved the minutes then prepare **AMC Hearing Outcomes Template Letter** (Appendix K).

[ ]  Email PDF of letter to student.

[ ]  Save letter to student file.

**Student has 15 working days from date of letter to submit a Formal Appeal.**

If you have a query about any of the steps in supporting Academic Misconduct Committees, please contact qacotraining@kent.ac.uk.