**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](mailto:qacotraining@kent.ac.uk).