**Annex 10**

**Appendix A:** **Exemplar Offences and Penalties**

**(Indicative only)**

| **Academic Offence** | **Severity** | **Penalties** | **Exemplar** |
| --- | --- | --- | --- |
| **Exam or ICT Misconduct** | Minor (including first offences) | A1 to B2 | Breach of guidance for students, but deemed not to have gained an advantage or placed other students at disadvantage (e.g. use of unauthorised materials). |
| Significant | C1 to C4 | Breach of guidance for students and deemed to have gained an advantage or placed other students at disadvantage (e.g. use of unauthorised materials). |
| Serious (including repeated) | D1 to D3, E1-3 | Serious and/or repeated breach of guidance for students and deemed to have gained a significant advantage (e.g. use of unauthorised materials). |
| **Attempting to influence an examiner or teacher** | Any | E1 to E3 | Seeking to gain an advantage by offering inducements to an examiner to treat the work more favourably than is merited. |

| **Academic Offence** | **Severity** | **Penalties** | **Exemplar** |
| --- | --- | --- | --- |
| **Plagiarism** | Minor (including first offences) | A1 to B2 | Poor academic practice, unattributed material characteristic of general approach. |
|  | Significant (including repeated) | C1 to C4 | Lengthy incidences of material inappropriately close to original source. |
|  | Serious (including repeated) | D1 to E3 | Little or no independent academic value and/or repeated offence. |
| **Self-plagiarism** | Any | A1 to B2 | Minor failure to attribute prior work. |
|  |  | C1 to D2 | Significant or serious failure to attribute prior work. |
| **Collusion** | Any | C1 to E3 |  |
| **Impersonation** | Any | E1 to E3 | Intent to deceive as evidenced via false representation by a third party. |

| **Academic Offence** | **Severity** | **Penalties** | **Exemplar** |
| --- | --- | --- | --- |
| **Fabrication** | Minor (including first offences) | A1 to B2 | Minor inappropriate manipulation of data or source material to support the piece of work. |
|  | Significant (including repeated) | C1 to C4 | Inappropriate manipulation of data or source material to support the piece of work. |
|  | Serious (including repeated) | D1 to E3 | Fabrication or falsification of data to support the piece of work. |
|  |  |  |  |
| **Failure to obtain ethical/research approval [[1]](#endnote-1)** | Any | C1 to E3 |  |
| **Contract Cheating** | Any | C4 to E3 | Submission of work for assessment that is wholly or in part the product of third-party services. |

1. Academic Misconduct Committee Chairs may seek advice from their Divisional Research and Ethical Advisory group where appropriate, however the final penalty must be decided and confirmed by the AMC Committee Chair or (in instances where a full panel is being held) with the agreement of all Committee members.

   [↑](#endnote-ref-1)