Annex 10

Appendix B: Academic Misconduct Penalties

# Criteria

All academic misconduct offences are considered under the principle of strict liability. In determining the appropriate penalty for an offence, the following criteria will be considered:

i. The type and severity of academic offence.

ii. The level of study and previous educational background of the student.

iii. Whether the student admits or denies the allegation.

iv. Previous or concurrent academic offences.

v. The impact of the penalty on the student's progress or award.

# Categories of Offence

* Minor (including first offences): Typically A and B penalties.
* Significant: Typically C and D penalties.
* Serious (including repeated offences): Typically D and E penalties.

It is recognised, however, that the specific circumstances of an allegation of misconduct may require discretion to be used on whether a minor, significant or serious penalty should be applied.

Penalties may be applied singly or in combination where a student has previously committed an offence. Please note that where penalties are combined, Academic Misconduct Committees should ensure these combinations do not impede student progression.

# Penalty Table 1: Undergraduate and Postgraduate Taught

| **Category** | **Level** | **Penalty** | **Warning Letter** | **Academic Practice Referral** | **Completion of ‘Understanding and Avoiding Plagiarism’ Module** |
| --- | --- | --- | --- | --- | --- |
| **A.** | 0 | No penalty - no offence committed; student referred for academic support |  |  |  |
|  | 1 | No penalty - first/minor offence committed; student referred for academic support |  |  |  |
|  |  |  |  |  |  |
| **B.** | 1 | Minimum penalty - formal warning placed on student record |  |  |  |
|  | 2 | Penalised assessment mark of 10 percentage points |  |  |  |
|  |  |  |  |  |  |
| **C.** | 1 | Penalised assessment mark appropriate to the nature of the offence (may be greater than 10 percentage points) |  |  |  |
|  | 2 | Penalised assessment mark capped at the pass mark |  |  |  |
|  | 3 | Penalised assessment mark capped at the pass mark following resubmission |  |  |  |
|  | 4 | Penalised assessment mark of zero |  |  |  |
|  |  |  |  |  |  |
| **D.** | 1 | Penalised module mark capped at the pass mark |  |  |  |
|  | 2 | Penalised module mark of zero (regardless of other assessment marks), capped resit permitted |  |  |  |
|  | 3 | Reduce classification by one or more class (not available to Stage 1 UG. Please refer to Note 5) |  |  |  |
|  |  |  |  |  |  |
| **E.** | 1 | Termination of academic studies with exit award where appropriate | **-** |  | **-** |
|  | 2 | Termination of academic studies with no award |  |  |  |
|  | 3 | Revocation of Award | **-** |  |  |
|  |  |  |  |  |  |

# Penalty Table 2: Postgraduate Research

(As per Annex 10 section 1.3 the Annex applies to students studying on both taught and research courses of study)

| **Category** | **Level** | **Penalty** | **Formal Letter** | **Academic Practice Referral** | **Completion of ‘Understanding and Avoiding Plagiarism’ Module** |
| --- | --- | --- | --- | --- | --- |
| **A.** | 0 | No penalty - no offence committed; student referred for academic support |  |  |  |
|  | 1 | No penalty - first/minor offence committed; student referred for academic support |  |  |  |
|  |  |  |  |  |  |
| **B.** | 1 | Minimum penalty - formal warning placed on student record |  |  |  |
|  |  |  |  |  |  |
| **C.** | 1 | Require one or more mid-year or more in-year reviews |  |  |  |
|  | 2 | An extension with full fees to make revisions with supervision before submission |  |  |  |
|  |  |  |  |  |  |
| **D.** | 1 | Resubmission for a downgraded award |  |  |  |
|  | 2 | Suspension for one calendar year |  |  |  |
|  |  |  |  |  |  |
| **E.** | 1 | Termination of academic studies with exit award where appropriate |  |  |  |
|  | 2 | Termination of academic studies with no award |  |  |  |
|  | 3 | Revocation of Award |  |  |  |
|  |  |  |  |  |  |

# Notes

1. Penalties involving a deduction of marks should ensure that the deduction is proportionate to the offence committed and the nature of the assessment.

2. Any of the penalties may also be applied where an offence is committed in relation to reassessment (e.g. resubmission and/or referral).

3. Where a penalty involves resubmission of assessment, the resubmission will count as a referral opportunity for Credit Framework purposes.

4. Where an academic penalty is not appropriate (e.g. where it is alleged that a student has falsified documentation as part of an academic procedure, such as the mitigation of extenuating circumstances) the Chair of the Academic Misconduct Committee may refer the offence for consideration under the Regulations on student discipline in relation to non-academic matters.

5. Where a student achieves 3rd class Honours, the penalty shall reduce the classification to the pass mark, so as to avoid termination of studies.