

## GUIDELINES FOR PENALTIES (UNDERGRADUATE AND POSTGRADUATE TAUGHT)

The Bands presented below are guidelines only, whilst the Penalties are fixed. Adjudicators should always take the evidence with which they have been provided, including any extenuating circumstances, into account.

Band A – Minor Offence / Unacceptable Academic Practice	
Maximum Suggested Penalty:	Penalty 3
<b>Coursework:</b> <ul style="list-style-type: none"><li>▪ The academic offence relates to a failure to understand or apply the University’s academic conventions in regards to proper referencing and acknowledging source material, but where an attempt to do so has been made.</li><li>▪ The student is completing a unit of assessment that is early in their studies, or has no previous experience of the particular referencing style (including self-plagiarism), and there has been a failure to understand the University’s academic conventions.</li></ul>	
<b>Examination:</b> <ul style="list-style-type: none"><li>▪ The student is found to have contravened the rules of the examination as a result of human error or a misunderstanding, and it is agreed that they have not gained an unfair advantage.</li></ul>	

Band B – Intermediate Offence	
Maximum Suggested Penalty:	Penalty 5
<b>Coursework:</b> <ul style="list-style-type: none"><li>▪ A significant portion of the work submitted by a student is not original text and has not been referenced properly, either where the student has made no attempt to acknowledge the source material, or where the student would reasonably be expected to have a full understanding of the academic conventions.</li><li>▪ The work submitted includes references that are false or incongruous, (ie it appears that the student has not consulted works to which reference is made) but the concern does not relate to false authorship.</li></ul>	
<b>Examination:</b> <ul style="list-style-type: none"><li>▪ The student is found to have contravened the rules of the examination by introducing and/or attempting to access a small amount of material to aid their attempt at the examination.</li><li>▪ The student is found to have had access to the internet or to have communicated with someone other than an invigilator during an examination.</li></ul>	

Band C – Severe Offence	
Maximum Suggested Penalty:	Penalty 9
<b>Coursework:</b> <ul style="list-style-type: none"><li>▪ The majority of the work submitted by the student is not original or has not been referenced properly, either where the student has made no attempt to acknowledge the source material, or where the student would reasonably be expected to have a full understanding of the academic conventions.</li><li>▪ The student has submitted work that has been written or created by a third party, either wholly or in part.</li></ul>	
<b>Examination:</b> <ul style="list-style-type: none"><li>▪ The student is found to have contravened the rules of the examination by introducing and/or attempting to access a significant amount of material to aid their attempt at the examination.</li><li>▪ The student is found to have accessed the internet, or communicated with someone other than an invigilator during an examination, about the content of the module.</li><li>▪ The student has arranged for the examination to be attempted by a third party on their behalf.</li></ul>	

Penalties available to Departments (coursework only), Faculties and Academic Offence Committees:
<ul style="list-style-type: none"><li>▪ Penalty 1: A formal written warning only</li><li>▪ Penalty 2: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing paraphrasing or striking out), for an uncapped mark.</li><li>▪ Penalty 3: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for a capped mark.</li><li>▪ Penalty 4: Mark of zero to be given for the unit of assessment, with reassessment available to the Board of Examiners.</li></ul>

Penalties available to Faculties and Academic Offence Committees only
<ul style="list-style-type: none"><li>▪ Penalty 5: Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.</li></ul>

Penalties available to Academic Offence Committees <u>only</u>
<ul style="list-style-type: none"><li>▪ Penalty 6: Mark of zero to be awarded for the module, with no resubmission or reassessment permitted;</li><li>▪ Penalty 7: No longer eligible for full award - Mark of zero to be awarded for the module with no resubmission or reassessment permitted and the student may complete currently enrolled credits for an exit award only;</li><li>▪ Penalty 8: Required to withdraw immediately and no longer eligible for full award - A mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to consider the student only for an exit award on the basis of credits already achieved;</li><li>▪ Penalty 9 - Required to withdraw immediately with no qualification awarded: A mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to ratify credits that have already been achieved for recording purposes.</li></ul>

## **Academic Integrity Tutorials**

In addition to a penalty, a student who is found to have committed an Academic Offence may be required to complete an Academic Integrity Tutorial.

Failure to attend the Academic Integrity Tutorial will be noted should the student commit any subsequent offences and shall not be considered as a valid claim of mitigation, unless exceptional extenuating circumstances have prevented the student from attending.

## **Subsequent Offences**

### **Escalation of Penalties**

A subsequent academic offence will generally result in a more severe penalty, particularly when the student has made little or no attempt to understand the University's academic conventions since the first or previous offence.

- Where a student is found to have committed successive offences at Band A, or where one of the offences is Band B, it would normally be appropriate for Penalty 4 to be considered the minimum available penalty;
- Where the student has been found to have committed successive offences at Band B or higher, or where one of the offences is Band C, it would normally be appropriate for Penalty 7 to be considered the minimum available penalty;

### **Exceptions**

The only occasions when the penalty need not necessarily be escalated (or escalated so severely) are where the Adjudicator has deemed that:

- The academic offence is of a different nature  
AND/OR
- there was no intent to deceive in either offence;  
AND/OR
- the student has made a suitable effort to resolve all and any concern(s) that arose following their previous academic offence(s)  
AND/OR
- there are exceptional extenuating circumstances in the latest academic offence.

Further information:

[Academic offences and academic integrity](#)

[Code of Student Conduct](#)

[The Office of the Independent Adjudicator for Higher Education \(OIA\)](#)