**Tariff of Penalties for Academic Misconduct**

**for use by AMPs**

**NB** The penalties are as contained in the regulations and are the only penalties which the regulations allow.

|  |  |  |
| --- | --- | --- |
| **Reg** | **Penalty** | **First/second sitting implementation & impact of the penalty** |
|  | In addition to any decision made under a) to f) below a student may be referred to an appropriate workshop or individual tutorial at the Student Development and Study Skills Service | This penalty may be used at the first or second sitting.* In this case, the student’s work is marked excluding the plagiarised work. The offence is recorded[[1]](#footnote-1) on the student’s hard copy case file and not electronically on QuercusPlus.
 |
| a) | Issue a formal written warning as to future conduct. The warning will be retained on the student’s personal record. | This penalty may be used at the first or second sitting.* In this case, the student’s work is marked not taking into account the plagiarism. The offence is recorded[[2]](#footnote-2) on the student’s hard case copy file and not electronically on QuercusPlus.
 |
| b) | Cancel mark for the element of assessment – student must resubmit the work for the element – the whole module is capped at the base pass mark[[3]](#footnote-3), but all other marks achieved in the module remain the same. | First sitting - the student completes the reassessment at the next assessment point.Second sitting - the student must resubmit the element.* Honours classifications may be affected. Postgraduate award grade may be affected. If penalty is issued at the second sitting, the student should resubmit at the next assessment point.
 |
| c) | Cancel marks for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the module is capped at the base pass mark[[4]](#footnote-4). | First sitting – the student must resubmit the assessments for the module at the next assessment point.Second sitting – the student must repeat the module at the earliest opportunity.* Honours classifications may be affected. Postgraduate award grade may be affected.
 |
| d) | Cancel marks for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the module is capped at the base pass mark[[5]](#footnote-5). All module marks for the stage[[6]](#footnote-6) are capped at the base pass mark.  | No difference in penalty implementation between first and second sitting. * Honours classifications may be affected. Postgraduate award grade may be affected.
 |
| e) | Cancel all module marks for current stage – student is not allowed to repeat the year. The student is allowed to retain the credits already gained.  | No difference in penalty implementation between first and second sitting.* Student cannot continue on the same course. Student may be allowed to enrol on a new course. Exit with an intermediate award.
 |
| f) A recommendation[[7]](#footnote-7) is made to the Vice Chancellor (or nominee) that the student concerned be expelled. The student may be:  |
|  | i) Expelled with credit – student is allowed to retain credits already gained; no further study at the University is allowed. | No difference in penalty implementation between first and second sitting.* Student is expelled from the University. Student can retain any credit gained and use it to enrol at another institution.
 |
|  | ii) Expelled without credit – all existing credit is revoked; no further study at the University is allowed. | No difference in penalty implementation between first and second sitting.* Student is expelled from the University. Student cannot retain any credit gained or exit with an intermediate award.
 |

1. Offences are recorded at all stages and levels of severity. Failing to record offences will not allow the Chair of the Award Board or Academic Misconduct Panel to decide appropriate penalties in future cases. [↑](#footnote-ref-1)
2. Offences are recorded at all stages and levels of severity. Failing to record offences will not allow the Chair of the Award Board or Academic Misconduct Panel to decide appropriate penalties in future cases. [↑](#footnote-ref-2)
3. The pass mark is defined in the validation document. Ordinarily this will be 40%, however, this may differ for some courses and modules, where, for example, there may be a derogation due to professional body requirements. [↑](#footnote-ref-3)
4. The pass mark is defined in the validation document. Ordinarily this will be 40%, however, this may differ for some courses and modules, where, for example, there may be a derogation due to professional body requirements. [↑](#footnote-ref-4)
5. The pass mark is defined in the validation document. Ordinarily this will be 40%, however, this may differ for some courses and modules, where, for example, there may be a derogation due to professional body requirements. [↑](#footnote-ref-5)
6. Modules within a stage are the modules being studied by a student in that particular academic year. [↑](#footnote-ref-6)
7. The secretary, in liaison with the chair of the AMP, will prepare the recommendation statement based on the discussions at the panel. This should be sent to the Student Casework Unit to be forwarded on to the Academic Registrar for approval, as the Vice Chancellor’s nominee. [↑](#footnote-ref-7)