**Tariff of Penalties for Academic Misconduct**

**First and Lesser Offences for use by AMOs**

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

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| **Reg** | **Offence committed** | **Penalty** | **First/second sitting implementation & impact of the penalty** |
| A3 | Poor academic practice | Meeting with an appropriate academic member of staff.  The student will be referred to a study skills workshop. | This may be used at the first or second sitting.   * In this case, the student’s work is marked taking account of the poor scholarship. * **i.e. the tutor marks the original work only, disregarding the element of poor scholarship.** A note is recorded[[1]](#footnote-1) on the student’s hard copy case file and not electronically on QuercusPlus. |
| 6.1 a) | Minor academic misconduct | 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 copy case file and not electronically on QuercusPlus. |
| 6.1 b) | Minor academic misconduct | 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. |
| 6.1 c) | Minor academic misconduct | 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. |

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)