

# University Centre Colchester Academic Offences Procedures

## 2022/23

Version: 3.0  
Updated: September 2022  
Review Date: September 2023

## Contents

1. INTRODUCTION AND GENERAL INFORMATION.....	3
2. REPORTING AN ACADEMIC OFFENCE .....	4
3. UCC ACADEMIC OFFENCES PANELS ARRANGEMENTS .....	6
4. DETERMINING AN ACADEMIC OFFENCE AND APPLYING A PENALTY .....	9
5. IMPLICATIONS OF AN ACADEMIC OFFENCE.....	11
6. ACADEMIC OFFENCE APPEALS.....	12
7. SUBSEQUENT OFFENCES .....	15
APPENDIX A: GUIDELINES FOR PENALTIES	16

## 1. INTRODUCTION AND GENERAL INFORMATION

This policy is for all University Centre Colchester students studying on a University of Essex, University of East Anglia, University of Huddersfield or Pearson programme

### 1.1. University Centre Colchester expects all students:

- to behave with honesty and with integrity in relation to coursework, examinations and other assessed work;
- to be familiar with and act in accordance with the institutionally recommended conventions of academic writing (including appropriate referencing of sources);
- to show understanding of ethical considerations and be compliant with the relevant University Centre Colchester Procedures.

A student who does not comply with any of these requirements may be deemed to have committed an academic offence.

### 1.2. The following are some examples of academic offences, but do not constitute an exhaustive list:

- a. plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without accurate acknowledgement of sources in any assignment, examination or other assessed work;
- b. self-plagiarism, that is, using or copying one's own work that has previously been submitted for assessment, at the University or elsewhere, without accurate acknowledgement in any assignment, examination or other assessed work, unless this is explicitly permitted;
- c. false authorship, or contract cheating, that is the soliciting of a third party to provide material that is then submitted for assessment and presented as one's own original work;
- d. that is the submission of work for assessment that has been written wholly or in part by a third party and presented as one's own original work;
- e. collusion, that is, submitting work produced collaboratively for individual assessment, unless this is explicitly permitted and acknowledged;
- f. falsifying data or evidence;
- g. unethical research behaviour that is;
  - i. conducting research without obtaining ethical approval from University Centre Colchester where such approval is required, or

- ii. the unauthorised use of information that has been confidentially acquired,  
or
  - iii. the disclosing of research findings without the appropriate safeguarding for participants privacy and anonymity.
- h. introducing, or attempting to introduce, any written, printed or electronically accessible information into an examination, other than material explicitly permitted in the instructions for that examination;
- i. copying, or attempting to copy, the work of another candidate in an examination;
- j. communicating, or attempting to communicate, with another person, other than an invigilator, during an examination.
- k. accessing, or attempting to access, the assessment material (such as an examination paper) prior to it being published, except in cases where it is formally permitted by University Centre Colchester.
- l. Inappropriate sharing of work, including:
  - Failing to safeguard your work may count as making it available.
  - Making your work available to another student who then submits it as their own. This includes giving access to your work in subsequent academic sessions.

1.3 University Centre Colchester reserves the right, at its absolute discretion, to use plagiarism detection facilities and services. In registering as students of University Centre Colchester, students consent to copies of their work being submitted to any plagiarism detection facility and service.

#### **1.4 DEFINITIONS OF TERMINOLOGY**

- An examination is to be defined as any assessment under controlled conditions, including an in-class test;
- A unit of assessment is to be defined as any element of a module which contributes to a final module mark;
- A postgraduate taught dissertation is extended to include any equivalent assessment, as confirmed in the Credit Framework for Taught Postgraduate Courses.

## **2. REPORTING AN ACADEMIC OFFENCE**

2.1 The Academic Offences Procedures may be initialised at any point that the integrity of a student's work is called into question, including when a concern is raised by (but not limited to):

- The individual(s) marking a student's submission for assessment;

- An external examiner in reviewing a student's submission for assessment;
  - The invigilator (s) of a formal examination;
  - A student or non-student of University Centre Colchester;
  - A plagiarism checking tool.
- 2.2 Any student or non-members of University Centre Colchester wishing to raise a concern about a suspected academic offence(s) should submit their concerns to the relevant Programme Leader.
- 2.3 If in agreement the Programme Leader must take the allegation and supporting evidence to the Head of School, who will determine whether or not to formalise the allegation and initiate proceedings. A named record will likely be kept of the concern being raised and may be submitted as evidence. Anonymous allegations will not normally be acted upon.
- 2.4 The Head of School can initiate proceedings by formally reporting to UCC Academic Services the allegation that an academic offence has taken place.
- 2.5 UCC Academic Services will then convene an UCC Academic Offence Panel for students studying a University of Essex, University of East Anglia or Pearson programme (for arrangements for University of Huddersfield students please see section 2.9-2.11). The Panel will comprise of the Chair (Dean of Higher Education or member of Colchester Institutes Senior Leadership Team, or his/her representative) and a minimum of two members of UCC Academic or Academic Services staff.
- 2.6 The UCC Academic Offences Panel may make decisions about all alleged academic offences relating to coursework where the offence, if confirmed, will result in a penalty that it is within the panels' power to impose (see Appendix A).
- 2.7 For University of Essex students the Panel will refer to the Dean of Academic Partnerships or his/her Deputy any such case where:
- a. the nature or severity of the alleged offence would warrant a more serious penalty than those that the Panel can apply (see Appendix A);
  - b. the offence is alleged to have occurred in a formal examination;
- 2.8 Where an offence is referred to the University of Essex, the Dean of Academic Partnerships or his/her Deputy will take on the role of Faculty Adjudicator as referenced in the University of Essex Academic Offences Procedures. The offence will then be processed in accordance with the university's policy. Information on the University of Essex's policies and procedure can be found at: <https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx>

- 2.9 For students studying on a University of Huddersfield programme a stage one investigation (as defined by the [University of Huddersfield Academic Misconduct Procedure](#)) may be undertaken by the programme leader. If it is determined that a stage two investigation (as defined by the [University of Huddersfield Academic Misconduct Procedure](#)) may be required that can be undertaken by the Head of School, or their nominee, acting in the role of the Academic Misconduct Officer within the [University of Huddersfield Academic Misconduct Procedure](#). If undertaking a stage one or stage two investigation it is imperative that UCC Academic Services and the DALO are copied into all communications with the students under investigation.
- 2.10 The outcome and penalty for any stage one or two investigation of University of Huddersfield students are provisional only until approved by the DALO.
- 2.11 If a stage one or stage two investigation of a University of Huddersfield student determines that the alleged offence warrants a stage three investigation (as defined by the [University of Huddersfield Academic Misconduct Procedure](#)) the case would be escalated to the University of Huddersfield. All further actions would be as per the [University of Huddersfield Academic Misconduct Procedure](#).

### **3. UCC ACADEMIC OFFENCES PANELS ARRANGEMENTS**

- 3.1 UCC Academic Services will be responsible for:
- a. providing written notification to the student that an allegation is being formally investigated, with confirmation of the module and unit of assessment that is being investigated;
  - b. provide details of the date and time the UCC Academic Offence Panel will be meeting to discuss the case.
- 3.2 No penalty can be decided upon by the UCC Academic Offence Panel unless a meeting has been scheduled and due notice has been given. If an allegation is deemed to be of the severity referenced in section 2.5, referral of cases to the Dean of Academic Partnerships or his/her Deputy can take place without scheduling a meeting with the student.
- 3.3 A student has the right to reply to any allegation of an alleged offence, and must be given the opportunity to meet with the UCC Academic Offences Panel before a final decision about the allegation is made.
- 3.4 Normally, students should be given notice of the scheduled meeting, and access to the relevant supporting documents, at least one week in advance. A meeting may proceed in the absence of the student (or a written statement) if the Chair of the UCC Academic Offence Panel is satisfied that due notice has been given to the student.
- 3.5 Student attendance at a meeting is not compulsory but is strongly advised. If the student attends, they may be accompanied by a fellow student or a representative

from the Students' Union for support. If the student does not wish to attend, they may submit a written statement in advance of the meeting.

- 3.6 At any meeting concerned with an alleged academic offence the student will be given an opportunity to respond to the allegation by way of defence and/or disclose any extenuating circumstances that they wish to be considered in the context of the allegation, or an admission to the charge. Students should ensure that any extenuating circumstances they wish to present are submitted at the time the case is considered. The response can be in the form of a written statement. Statements submitted after scheduled hearings will not be considered.
- 3.7 In some instances, such as allegations relating to collusion or group submissions, it may be necessary and appropriate for the UCC Academic Offence Panel to see more than one student at a time.

### **MEETING**

- 3.8 All UCC Academic Offence Panels will be administered by UCC Academic Services. UCC Academic Services will notify the student in writing of the time and place in which the case will be heard. During the meeting minutes will be recorded, taking particular care to record the reasons for the decision and the deliberation concerning the application of any penalty and the alternatives from the set of possible penalties that were considered.
- 3.9 The UCC Academic Offences Panel will be required to obtain evidence in finding an allegation to be proven and determining a penalty. Examples of suitable evidence include, but are not limited to, the use of plagiarism detection software, obtaining and annotating allegedly plagiarised material, questioning students on the content of the assignment, inspecting material taken into an examination without authorisation, and comparing a student's work with other work that the student has previously submitted.
- 3.10 A representative of the student's School (normally the Head of School) will attend the meeting of the Panel to set out evidence relating to the alleged offence. The School Representative should not present any extenuating circumstances on behalf of the student unless they relate to the department's procedures or teaching. The School Representative is not a voting member of the Panel and should not propose or comment on any penalty that might be given, and is not permitted to ask questions of the student during the meeting except through the Chair.
- 3.11 The usual pattern of proceedings is:
- a. The members of the Panel have a preliminary discussion without the student, the student's guest or the School Representative being present;
  - b. The student, the student's guest and the School Representative enter the room and the Chair introduces all those present;

- c. The Chair checks that the student has received details of the case and any supporting documentation, as applicable;
  - d. The Chair explains the order of proceedings to the student;
  - e. The evidence relating to the alleged offence is then presented by the School Representative, and members of the Panel and the student are invited to put questions to the School Representative;
  - f. The Chair then invites the student to put forward their case including any extenuating circumstances or other mitigation, and members of the Panel (but not the School Representative) are invited to put questions to the student;
  - g. The Chair invites the student to make a final response;
  - h. The student, the student's guest and the School Representative are then asked to leave the room;
  - i. The Panel then deliberates and comes to a decision as to whether an offence has been committed;
  - j. The Panel then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty;
  - k. The student and the student's guest are then recalled to the room to be told the decision as to whether the alleged offence has been confirmed and, if so, the penalty and the reasons why this is the appropriate penalty. The School Representative may be present during this final stage.
- 3.12 Only members of the Panel and the Secretary shall be present while the Panel is reaching a decision. The student is entitled to be present at all times that the School Representative is in attendance at the meeting.
- 3.13 The Panel may choose to adjourn in order to enable the student or the student's guest to be present, or where this is necessary to obtain further information. The Panel shall meet to consider an adjourned case as soon as it is feasible.
- 3.14 If necessary, the Chair may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new Chair. If there are two new members, the reconvened meeting shall proceed as a new hearing. If there is one new member, the student may request that the meeting proceed as a new hearing.
- 3.15 If an allegation of an academic offence is proven, the student will be invited to disclose any further cases which they wish to be taken into consideration as part of the same offence. Students are warned that all undisclosed offences which come to light will be treated as subsequent offences, potentially carrying heavier penalties.



- 3.16 Following a meeting of the University Centre Colchester Academic Offences Panel a report titled 'Statement of the Case' will be produced. This should contain:
- a. details of the charge or charges in respect of which the decision was made;
  - b. a brief summary of the evidence and of the relevant findings;
  - c. the decision;
  - d. details of any penalty imposed;
  - e. a comment as to the reason for such findings, decision and penalty; and
  - f. any further information which the person or body concerned considers to be relevant.
- 3.17 Following the meeting of the UCC Academic Offences Panel, UCC Academic Services will provide written confirmation to the student of the decision made. This is to be sent by email and by post. The written confirmation will include a summary of the allegation, and a notification of the student's right of appeal;

#### **WITHDRAWN STUDENTS**

- 3.18 Where an academic offence has been alleged and a student has withdrawn, or been required to withdraw, from University Centre Colchester for reasons not related to the allegation; the Academic Offences Procedures will be completed. If the student is found to have committed an academic offence, a notional penalty will be allocated and a record made of the outcome. The outcome will be communicated to the student in writing as per section 3.17.
- 3.19 Where an allegation of an academic offence arises after the degree has been conferred, UCC Academic Services must consult the validating organisation who shall determine the procedures to be used in dealing with the case.

#### **4. DETERMINING AN ACADEMIC OFFENCE AND APPLYING A PENALTY**

- 4.1 The UCC Academic Offence Panel is expected to determine whether an academic offence has been committed, before deciding which penalty to apply. Where a professional body (or similar) may be concerned with the intentionality of the offence, a judgement has to be made as to whether the offence was intentional or not.
- 4.2 A student may be found guilty of an academic offence whether or not there has been any intention to deceive; that is, a judgement that negligence has occurred is sufficient to determine guilt.
- 4.3 Any allegation can be dismissed before or after a meeting with the student has been held. The University Centre Colchester Academic Offence Panel may determine that no offence has been committed at any point of their investigation, but not after a case has been referred to the University of Essex. In all cases where formal proceedings have begun, such a decision should be confirmed to the student in writing and noted on the student's record.

- 4.4 In determining an appropriate penalty, the UCC Academic Offence Panel will take the following into account:
- a. the severity of the offence;
  - b. any previous offences and penalties;
  - c. the level of study ( first year undergraduate, Masters etc.) and status of the taught module enrolment (i.e. core, compulsory or optional).;
  - d. any extenuating circumstances;
  - e. how co-operative the student has been with the investigation and procedures.
- 4.5 The UCC Academic Offence Panel should not take a student's array of marks into consideration when allocating a penalty.
- 4.6 When more than one offence is considered at the same time the offences will normally be collectively considered as a first offence if the student has not previously been found guilty of an academic offence. A subsequent offence may occur from the point at which a student is found guilty of a first offence.
- 4.7 If an academic offence is proven, the UCC Academic Offences Panel shall apply a penalty and may, in addition, require the student to complete an Academic Integrity Tutorial, attendance at which will be considered compulsory. Attendance at an Academic Integrity Tutorial cannot replace a penalty. 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.

#### **PENALTIES**

- 4.8 The following penalties may be applied by the University Centre Colchester Academic Offences Panel:
- Penalty 1:** A formal written warning only;
- 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;
- Penalty 3:** Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for an capped mark;
- Penalty 4:** Mark of zero to be given for the unit of assessment, reassessment available to the Board of Examiners.

The following penalties may be applied by the University Centre Colchester Academic Offences Panel to all students other than those studying on University of Essex validated programmes.

- Penalty 5:** Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.
- Penalty 6:** Mark of zero to be awarded for the module, with no resubmission or reassessment permitted;
- 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 credits for an exit award only but excluding an Ordinary Degree;
- Penalty 8:** 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, but excluding an Ordinary Degree, on the basis of credits already achieved;
- Penalty 9:** Required to withdraw 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.

Where the UCC Academic Offences Panel believes an academic offence requires a penalty of level 5 or above for a student studying on a University of Essex validated course the case will be referred to the University of Essex as per section 2.5.

## **5. IMPLICATIONS OF AN ACADEMIC OFFENCE**

- 5.1 All information relating to suspected academic offences and their outcomes will be recorded on the academic offences database and in the student's file.
- 5.2 Where applicable the relevant Professional Body may be informed if a student has a proven academic offence on record.
- 5.3 For students subject to the Fitness to Practise Procedures, an academic offence that affects professional suitability may also be referred to other relevant authorities to be handled in accordance with the appropriate procedures.

### **ACADEMIC OFFENCES & THE RULES OF ASSESSMENT**

- 5.4 A Board of Examiners may not overturn any decision on a penalty given in relation to an academic offence:
- a. If a student submits a claim of extenuating circumstances for the same module for which they have committed an academic offence, the Board of Examiners will have limited discretion on how to proceed and should act in accordance with the relevant guidance.

- b. The mark for any individual unit of assessment that has had an academic offence penalty applied (including a mark of zero) must be used in the calculation of the overall module aggregate.
- c. If a student would normally be able to complete reassessment prior to marks being ratified by the Board of Examiners (as a result of an approved variation to the Rules of Assessment), then a student with an academic offence may be offered reassessment before the Board of Examiners, if the penalty allows for it.
- d. Where a student has a penalised mark for work as a result of an academic offence, the penalty will not be carried forward if the student repeats the year. However, the record of the offence is kept on the student's record and the academic offences database and any further offences will be classified as subsequent offences.

### **RESUBMITTED WORK**

5.5 Where a student is entitled to resubmit work following an academic offence the following applies:

- a. if the student does not take up the opportunity to resubmit the work by the given deadline, a mark of zero will be awarded for consideration by the Board of Examiners;
- b. any allegations made about the resubmitted piece of work will be treated as a subsequent offence;

### **6. ACADEMIC OFFENCE APPEALS**

6.1 A student shall have the right of appeal against any decision on the following grounds:

- a. There is new evidence which for good reason was not previously available to the Initial Adjudicator which might have materially affected the outcome;
- b. The Initial Adjudicator did not follow the Academic Offences Procedures which disadvantaged the students case;
- c. There is evidence of prejudice and/or bias during the procedures;
- d. On the basis of probabilities the facts of the case did not justify the decision that the student had committed an academic offence;
- e. That the penalty imposed was unreasonable with regard to all the circumstances of the case.

### **LODGING AN APPEAL**

6.2 A student who wishes to appeal against the outcome of these procedures should write to the Dean of Higher Education within five working days of the date on which

notification of the decision was sent to the student. If the student can show to the satisfaction of the Dean of Higher Education that circumstances beyond his or her control prevented this time limit being adhered to and that injustice would result from adhering to it, the Dean of Higher Education may extend the time limit in which an appeal may be lodged up to the period of thirty days from the date on which the notification of the decision was sent.

- 6.3 The written appeal shall set out in detail the grounds of the appeal.
- 6.4 The student may withdraw an appeal as of right at any time before the meeting of the Panel.
- 6.5 Students on University of Huddersfield programmes must follow the appeals process as outlined in the University of Huddersfield Academic Misconduct Procedure. Student should appeal within 10 working days, using the relevant appeal form which can be found at:  
<https://www.hud.ac.uk/registry/current-students/taughtstudents/academicmisconduct>

#### **DUTIES OF THE DEAN OF HIGHER EDUCATION**

- 6.6 On receipt of an appeal from a student not studying on a programme validated by the University of Essex, the Dean of Higher Education shall nominate a member of the University Centre Colchester Management Group who has no previous involvement with the case (hereafter called the Appointed Manager) to deal with the appeal. The UCC Management Group consists of all members of Colchester Institute Senior Leadership Team, Dean of Higher Education, Head of UCC Academic Services, Heads of Schools and Deputy Heads of Schools.
- 6.7 For students studying on a University of Essex validated degree programme, their appeal will be forwarded to the Dean of Academic Partnerships or his/her Deputy. The appeal will then be processed in line with the University of Essex Academic Offences Policy.
- 6.8 For students studying on a University of East Anglia validated degree programmes the University of East Anglia Academic Partnerships department will be consulted by the Appointed Manager nominated by the Dean of Higher Education.

#### **DUTIES OF THE APPOINTED MANAGER**

- 6.9 The Appointed Manager shall liaise with UCC Academic Services and inform in writing each student who lodges a request for an appeal, normally within ten days of the receipt by him or her of that request, whether or not in his or her judgement the request discloses a reasonable ground for appeal.
- 6.10 If there are reasonable grounds for an appeal the Appointed Manger shall request that UCC Academic Services form a new UCC Academic Offences Panel and request that the Statement of the Case (see section 3.16) be made available
- 6.11 The Appointed Manager must notify the student of the time and place at which the appeal will be heard. The Appointed Manager must also inform the student of his or

her right to bring a student of University Centre Colchester, a member of staff of the University or an employee of the Students' Union to help in presenting the appeal to the Panel.

- 6.12 The Appointed Manager will provide the student with a copy of the statement of the case in advance of the meeting.

#### **ACADEMIC OFFENCES APPEALS BOARD**

- 6.13 Any appeal heard by the UCC Academic Offences Panel should be constituted with members not involved in hearing the initial case.
- 6.14 A member of the initial hearing, usually the Chair, will normally be asked to attend the Panel and explain the decision taken by the initial Panel.
- 6.15 A UCC Academic Offences Panel hearing an appeal shall have the power to:
- a. overturn the decision of the original Panel that the student has committed an offence and overturn all consequential penalties;
  - b. confirm the decision of the original Panel that the student has committed an academic offence;
  - c. confirm or amend (increasing or decreasing) the penalty allocated by the initial Panel.
- 6.16 A UCC Academic Offences Panel can only apply a more serious penalty where evidence or information is provided by the student as part of the appeal, or where new evidence is submitted by the School at the request of the Panel that indicates that the offence is more severe.

#### **INTERNAL REVIEW**

- 6.17 Any request for an internal review following the formal conclusion of the appeals procedures set out above may only be made on the following grounds only:
- Procedural irregularities in the appeals process;
- 6.18 A student who wishes to request an internal review against the outcome of these procedures should write to the Executive Vice Principal: Curriculum, Planning & Quality within four weeks of the Appeal hearing setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. The Executive Vice Principal's decision represents the final institutional view on the matter
- 6.19 For students studying on a University of Essex validated degree programme their request for an internal review will be directed to the Dean of Academic Partnerships or his/her Deputy. The request will then be processed in line with the University of Essex Academic Offences Policy.

- 6.20 For all other students if there is evidence to support the claim and the Executive Vice Principal: Curriculum, Planning & Quality determines that there were procedural irregularities in the appeals process then the case will be referred for a further UCC Academic Offences Panel.
- 6.21 When University Centre Colchester's internal procedures for dealing with complaints and appeals have been exhausted, University Centre Colchester will issue a Completion of a procedures letter. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within twelve months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

## **7 SUBSEQUENT OFFENCES**

- 7.1 When considering subsequent offences the UCC Academic Offences Panel has the same authority in relation to the application of penalties.
- 7.2 A more severe penalty than that awarded for the first offence should be applied when the nature of the subsequent academic offence is similar to the first offence and where it is judged that the student, in the view of the UCC Academic Offences Panel, has intended to cheat and/or has made little or no effort to understand the University Centre Colchester's academic conventions since the first academic offence.
- 7.3 In such cases, for the subsequent offence should be more severe than the penalty for the first offence and may be more severe than the maximum suggested penalty of the appropriate Band (as per Appendix A). When a student has been found to have committed successive offences at Band B or higher, it would normally be appropriate for a penalty in the range of penalty 6 to penalty 9 to be awarded.
- 7.4 The weight of the second offence should have less impact on the penalty when the nature of the academic offence is less severe OR where the nature of the academic offence is similar and there is a clear indication that the student has attempted properly to understand the University's academic conventions since the first academic offence, and where this is apparent when the two offences are compared.
- 7.5 In such cases, the penalty for the subsequent offence may be within the maximum suggested penalty of the appropriate Band, but the nature and severity of previous offences should be considered before the penalty is determined.

## APPENDIX A: GUIDELINES FOR PENALTIES (UNDERGRADUATE

### AND POSTGRADUATE TAUGHT)

The guidelines presented below are guidelines only, and it is very important that those making decisions about penalties take the evidence with which they have been provided, including any extenuating circumstances, into account.

<b>Band A – Minor Offence</b>	
<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 (include 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 and as a result of human error or a misunderstanding, and it is agreed that they have not gained an unfair advantage.</li> </ul>	
<b>Maximum Suggested Penalty:</b>	<b>Penalty 3</b>
<b>Band B – Rather more Serious Offence</b>	
<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 <u>have had access</u> to the internet or to have communicated with someone other than an invigilator during an examination</li> </ul>	
<b>Maximum Suggested Penalty:</b>	<b>Penalty 5</b>

<b>Band C – Severe Offence</b>	
<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 <u>have accessed</u> the internet, or communicated with someone other than an invigilator during an examination, <u>about the content of the module</u>.</li> <li>▪ The student has arranged for the examination to be attempted by a third party on their behalf.</li> </ul>	
<b>Maximum Suggested Penalty:</b>	<b>Penalty 9</b>

#### Penalties available to Departments (coursework only), Faculties and Academic Office Committees:

- Penalty 1: A formal written warning only
- Penalty 2: Unit of assessment to be referenced correctly and assessed for an uncapped mark.
- Penalty 3: Unit of assessment to be referenced correctly and assessed for the maximum of a capped pass mark.
- Penalty 4: Mark of zero to be given for the unit of assessment with reassessment available to the Board of Examiners.

#### Penalties available to Faculties and Academic Office Committees (but not Departments):

- Penalty 5: Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.

#### Penalties available to Academic Office Committees only:

- Penalty 6: Mark of zero to be awarded for the module, with no resubmission or reassessment permitted.
- 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 credits for an exit award only but excluding Ordinary Degree.
- Penalty 8: Required to withdraw immediately and no longer eligible for full award: A mark of zero to be awarded for the module with no resubmission or reassessment permitted AND the Examination Board to be invited to consider the student only for an exit award but excluding an Ordinary Degree on the basis of credits already achieved.
- Penalty 9: Required to withdraw with no qualification awarded: A mark of zero to be awarded for the module with no resubmission or reassessment permitted AND the Examination Board to be invited to ratify credits that have already been achieved for recording purposes.