

**Credit Framework for Taught Courses of Study  
Information for Students, Teachers and Examiners**

## **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.

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**Penalty Table**

| Category  | Level | Penalty   | Warning Letter           | Academic Practice Referral | Completion of 'Understanding and Avoiding Plagiarism' Module |
|-----------|-------|---|--------------------------|----------------------------|--|
| <b>A.</b> | 0     | No penalty - no offence committed; student referred for academic support                                      | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>                                     |
|           | 1     | No penalty - first/minor offence committed; student referred for academic support                             | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>                                     |
| <b>B.</b> | 1     | Minimum penalty - formal warning placed on student record   | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>                                     |
|           | 2     | Penalised assessment mark of 10 percentage points   | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>                                     |
| <b>C.</b> | 1     | Penalised assessment mark appropriate to the nature of the offence (may be greater than 10 percentage points) | <input type="checkbox"/> |                            | <input type="checkbox"/>                                     |
|           | 2     | Penalised assessment mark capped at the pass mark   | <input type="checkbox"/> |                            | <input type="checkbox"/>                                     |
|           | 3     | Penalised assessment mark capped at the pass mark following resubmission                                      | <input type="checkbox"/> |                            | <input type="checkbox"/>                                     |

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| Category  | Level | Penalty  | Warning Letter           | Academic Practice Referral | Completion of 'Understanding and Avoiding Plagiarism' Module |
|-----------|-------|--|--------------------------|----------------------------|--|
|           | 4     | Penalised assessment mark of zero  | <input type="checkbox"/> |                            | <input type="checkbox"/>                                     |
| <b>D.</b> | 1     | Penalised module mark capped at the pass mark  | <input type="checkbox"/> |                            | <input type="checkbox"/>                                     |
|           | 2     | Penalised module mark of zero (regardless of other assessment marks), capped resit permitted     | <input type="checkbox"/> |                            | <input type="checkbox"/>                                     |
|           | 3     | Reduce classification by one or more class (not available to Stage 1 UG. Please refer to Note 5) |                          |                            |  |
| <b>E.</b> | 1     | Termination of academic studies with exit award where appropriate                                | -                        |                            | -  |
|           | 2     | Termination of academic studies with no award  |                          |                            |  |
|           | 3     | Revocation of Award  | -                        |                            |  |

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### **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.