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.

<table>
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<tr>
<th>Band A – Minor Offence</th>
<th>Penalties available to Departments (coursework only), Faculties and Academic Offence Committees:</th>
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</table>
| **Coursework:** | • 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. |
| • 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.  
• 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.  
• 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. |
| **Maximum Suggested Penalty:** | Penalty 3 |

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<tr>
<th>Band B – Rather more serious Offence</th>
<th>Penalties available to Faculties and Academic Offence Committees (but not Departments):</th>
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<tbody>
<tr>
<td><strong>Coursework:</strong></td>
<td>• Penalty 5: Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.</td>
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</table>
| • 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.  
• 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.  
• 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.  
• The student is found to have had access to the internet or to have communicated with someone other than an invigilator during an examination |
| **Maximum Suggested Penalty:** | Penalty 5 |

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<tr>
<th>Band C – Severe Offence</th>
<th>Penalties available to Academic Offence Committees only:</th>
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| **Coursework:** | • 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.  
• Penalty 8: Required to withdraw 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 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. |
| • 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.  
• The student has submitted work that has been written or created by a third party, either wholly or in part.  
• 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.  
• 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.  
• The student has arranged for the examination to be attempted by a third party on their behalf. |
| **Maximum Suggested Penalty:** | Penalty 9 |
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
When considering subsequent offences, Adjudicators and Committees have the same authority in relation to the application of penalties and are advised to determine the appropriate Band of the offence first, before deciding on the penalty to apply or action to take. Adjudicators should either select a penalty within the range that is within their authority or refer the matter to the Faculty or Academic Offences Committees as appropriate.

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 adjudged that the student, in the view of the Adjudicator or Committee, has intended to cheat and/or has made little or no effort to understand the University's academic conventions since the first academic offence.

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. 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.

The weight of the first offence should have less impact on the penalty when the nature of the academic offence is different 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.

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.