A. Academic Offences

A1. Academic offences include:
   a) plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement;
   b) using work previously submitted for another assignment without full acknowledgement.
   c) falsifying data or evidence;
   d) submitting a fraudulent claim of extenuating circumstances;
   e) assisting another student to commit an academic offence;
   f) submitting written work produced collaboratively unless this is explicitly permitted;
   g) attempting to interfere with the assessment process.

This list is not exhaustive.

A2. In submitting any piece of work (e.g. assignment, discussion post, report or dissertation) a student shall acknowledge any assistance received or any use of the work of others.

General Considerations

A3. 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.

A4. Students have a duty to inform themselves of the Academic Offences Policy and Procedures and of the academic conventions that we use for correctly citing and acknowledging the work of others, including the correct use of quotation marks. Students should also be aware that the referencing system may be different on programmes such as Law.

For advice on correct referencing see the Student and Tutor Academic Resources (STAR) pages on Moodle.

A5. Depending on their nature and severity, alleged academic offences will be dealt with by the Head of Department, Academic Director or by an Academic Offences Committee.

A6. Plagiarism or cheating in work for a Masters dissertation/project is considered an especially severe offence since the explicit aim is to carry out independent investigative work.

A7. When any academic offence is alleged, a student is firstly invited to answer the alleged offence in writing to a member of the Academic Team. The Student may subsequently be required to attend any meeting arranged to discuss the alleged offence with a relevant member of the Academic Team, Academic Director or Academic Offences Committee or if he or she does not wish to attend to submit a written response by the date of the meeting. Wherever possible students will be given at least 5 working days notice of any such meeting, although it may sometimes be called at short notice. If a student attends the meeting, he or she may bring a student of the University of Essex Online, a member of staff of the University of Essex Online or a member of the University of Essex.
Essex Student Union to help him/her present his/her case. A meeting may proceed in the absence of the student (and their representative) provided that the relevant member of the Academic Team, Academic Director or Chair of the Academic Offences Committee is satisfied the due notice has been given to the student.

A8.
In some instances, such as allegations relating to collusion or group submissions, it may be necessary and appropriate for the relevant member of the Academic Team, Academic Director or Academic Offences Committee to see more than one student at a time.

A9.
At any meeting to discuss an alleged academic offence, the student will be given an opportunity to make the relevant member of the Academic Team or Academic Offences Committee aware of any mitigating circumstances that they wish to be considered in the context of the allegation. Students should ensure that any mitigating circumstances they wish to present are submitted to the relevant adjudicator at the time the case is considered.

A10.
If an allegation of an academic offence has been 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.

A11.
In determining the penalty for an academic offence, any previous confirmed academic offence will be taken into account. When more than one offence is considered at the same time the offences will normally all be 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.

A12.
If a student is given the opportunity to resubmit work having been found to have committed an academic offence; any further allegations made about the resubmitted piece of work will be treated as a subsequent offence.

A13.
Students are reminded that the penalties for academic offences may be very severe, especially those for any subsequent offence (i.e. an offence identified after any previous offence has been confirmed), including requiring a student to withdraw or determining that a degree not be awarded. Relevant professional bodies will also be informed of students who have a proven academic offence on their record.

A14.
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 a 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. Where necessary, the relevant Professional Bodies will be informed.

A15.
All information relating to suspected academic offences and their outcomes will be recorded on the academic offences tracker and in the student’s file.

A16.
For students subject to the Fitness to Practice Procedure, an academic offence that affects professional suitability may also be referred to other University of Essex Online or University of Essex authorities to be handled in accordance with appropriate procedures.

A17. Where an academic offence has been alleged and a student has withdrawn, or been required to withdraw, from the University of Essex Online for reasons not related to the allegation; the Academic Offences Procedure 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.

B. Alleged academic offences dealt with by Heads of Departments

B1. Heads of Department are responsible for the initial investigation of alleged academic offences relating to coursework submitted by any student undertaking a module on his or her department.

B2. All cases referred to a Head of Department must be investigated and dealt with on a formal basis.

B3. Heads of Department can take decisions about all suspected academic offences relating to coursework where:
   a) the offence is a first or subsequent academic offence that if confirmed will result in a penalty that it is within the Head's powers to impose;
   b) the student does not request specific referral to the Academic Director;
   c) the student does not request specific referral to the University of Essex;
   d) the student accepts that an offence has been committed;
   e) the alleged offence does not involve any breach of University of Essex Online disciplinary regulations.

B4. Where the alleged offence involves an alleged breach of University of Essex Online disciplinary regulations, the case must first be referred to the Academic Director.

B5. All other cases, including any allegation of an academic offence after the degree has been conferred, must be referred to the Academic Director.

B6. A student is entitled to see a copy of paperwork relating to the alleged offence at the point at which they are first asked to provide a written response to the allegation.

B7. A Head of Department should not take a student's array of marks into consideration when allocating a penalty.

Heads of Department Powers

B8. Heads of Department shall have the power, taking into account the circumstances of the case, to:
   a) determine that no offence has been committed;
b) determine that an offence has been committed and issue one of the following penalties;
   - a formal written warning only;
   - assignment to be referenced correctly/rewritten and assessed for an uncapped mark (students should
     only be allowed to rewrite assignments where the offence does not simply involve referencing);
   - assignment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark
     (students should only be allowed to rewrite assignments where the offence does not simply involve
     referencing);
   - assignment to be referenced correctly/rewritten and assessed for credit purposes only with a mark of zero
     to be retained for all calculations, including degree classification (students should only be permitted to
     rewrite assignments where the offence does not simply involve referencing);

c) refer the case to the Academic Director for further investigation;

d) In some instances where an academic offence has been committed in a unit of assessment which is worth a
   small part of the module aggregate (no more than 15%), it may be appropriate for a Head of Department to
   allocate a penalty of a mark of zero for the unit of assessment with no resubmission or second attempt
   allowed. This penalty may only be allocated following consultation with and approval by the Academic
   Director.

B9.
No person shall perform the functions of a Head of Department regarding academic offences unless approved by
the Academic Director. At the Head of Department’s request, the Academic Director may approve the
appointment of named members, normally senior, of the academic staff to perform all the functions of the Head of
Department in respect of these procedures for all alleged offences in the department.

B10.
Individual members of the academic team are not permitted to make decisions about any case of suspected
plagiarism and must refer these to the Head of Department or his/her nominee(s).

B11.
A Head of Department or his/her nominee(s) should not be involved in the investigation of allegations for modules
for which they are responsible, or in relation to a dissertation student where they are the student’s supervisor. In
such cases they should appoint a substitute who must be approved by the Academic Director.

Head of Department Duties

B12.
The Head of Department is required to:
   a) inform in writing each student whose case has been referred to him or her about the nature of the alleged
      offence;
   b) notify the Academic Director of the alleged offence and determine whether there has been any previous
      confirmed academic offence;
   c) inform each student in writing of his or her decisions and the student’s right to appeal against the decision;
   d) inform the Academic Director in writing of his or her decisions in respect of any case and the grounds for the
      decision (a copy must be kept both in the student’s departmental file and in the central file);
   e) inform the Academic Director of the number of cases dealt with by him or her.

C. Alleged Academic Offences dealt with by the Academic Director

C1.
The Academic Director investigates all alleged offences relating to coursework which the regulations indicate must be referred to them by Heads of Departments.

C2. The Academic Director can take decisions about the following alleged offences where:
   a) the student does not accept that an academic offence has been committed;
   b) the student does not request that the case is referred to an Academic Offences Committee;
   c) the offence is a first or subsequent academic offence that could result in a penalty that it is within the Academic Director’s powers to impose (see C8(b)).

C3. The Academic Director must refer to an Academic Offences Committee:
   a) any case where the student requests that it be heard by an Academic Offences Committee;
   b) any case where the penalty would be more severe than it is within the Academic Director’s powers to impose (see C8(b)).

C4. The Academic Director must deal with any cases involving breaches of the University of Essex Online disciplinary regulations.

C5. Where an allegation of an academic offence arises after the degree has been conferred the Academic Director must consult the Dean of Academic Partnerships who shall determine the procedures to be used in dealing with the case.

C6. Where appropriate, a student is entitled to see a copy of paperwork relating to the alleged offence at least one day prior to the meeting with the Academic Director.

C7. The Academic Director should not take a student’s array of marks into consideration when allocating a penalty.

**Academic Director’s Powers**

C8. The Academic Director shall have the power to:
   a) determine that no offence has been committed;
   b) determine that an offence has been committed and impose one of the following penalties:
      ▪ a formal written warning only;
      ▪ assignment to be referenced correctly/rewritten and assessed for an uncapped mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
      ▪ assignment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark;
      ▪ assignment to be referenced correctly/rewritten and assessed for credit purposes only with a mark of zero to be retained for all calculations, including degree classification (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
   c) refer the case to an Academic Offences Committee for further consideration;
   d) In some instances where an academic offence has been committed in a unit of assessment which is worth a small part of the module aggregate (no more than 15%), it may be appropriate for an Academic Director to allocate a penalty of a mark of zero for the unit of assessment with no resubmission or second attempt allowed.
Academic Director's Duties

C9. The Academic Director is required to:

a) inform in writing each student whose case has been referred to him or her about the nature of the alleged offence;

b) establish whether there has been a previous confirmed academic offence;

c) inform in writing each student of his or her decision and the student’s right to appeal against the decision;

d) ensure that a note is kept on the student’s central file of the decision and the reasons for it;

e) inform the Head of Department of the decision;

f) inform in writing each student whose case has been referred to an Academic Offences Committee the substance of such reference;

g) report the number of cases dealt with to the University of Essex through the Curriculum, Quality and Recruitment Group (CQG).

D. Academic Offences Committees Membership

D1. Members of an Academic Offences Committee must be drawn from the Panel of potential Academic Offences Committee members.

D2. An Academic Offences Committee shall consist of the Academic Director in the chair, and two members of staff who have no connection with the case in question. If the Academic Director has already considered the case under (C), the Dean of Academic Partnerships at the University of Essex will be asked to Chair the committee. The Committee shall be serviced by a Secretary.

Heads of Department

D3. The Head of Department for the programme in which the alleged offence has occurred will attend the Committee to set out the evidence relating to the alleged offence (i.e. to act as prosecutor). The Head of Department should not present any mitigating circumstances of which he/she is aware unless they relate to the University of Essex Online procedures or teaching. Neither should the Head of Department propose or comment on any penalty that might be imposed.

D4. The Head of Department is not a member of the Committee and can only attend when the student is present (not before or after). The Head is not permitted to ask questions of the student during the meeting except through the Chair.

D5. Heads of Department may, if they wish, delegate their duties in relation to Academic Offences Committees to an appropriate member of the academic team.

The Secretary of the Committee

Approved- April 2015
Penalties amended – June 2017
Date due for Review – September 2017
D6. The Secretary of the Committee will notify the student in writing (wherever possible providing 5 working days notice) of the time and place in which the case will be heard.

D7. The Secretary of the Committee will take notes of the meeting, taking particular care to record the reasons for the decision and the deliberation concerning the imposition of any penalty and the alternatives from the set of possible penalties that were considered.

Student Attendance and Representation

D8. If the student admits to the charge by informing the Academic Director in writing within five working days of notification of the charge, he or she need not attend the Committee and the Committee shall be free to proceed in his or her absence. In such a case a student may submit a statement in mitigation.

D9. The student charged will be invited to be present at the committee whenever oral evidence is being heard by the Committee. He or she may bring a student or other member of University of Essex Online staff or the University of Essex Students’ Union to help him or her in presenting his or her case to the Committee.

D10. The Committee may proceed in the absence of the student or the student’s representative provided that the Chair is satisfied that due notice has been given to the student.

D11. Where appropriate, a student is entitled to see a copy of paperwork relating to the alleged offence at least one day prior to the Academic Offences Committee.

Order of Proceedings

D12. The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

D13. The usual pattern of proceedings is:

a) The members of the Committee have a preliminary discussion without the student, the student’s representative or the Head of Department being present.

b) The student, the student’s representative and the Head of Department enter the room and the Chair introduces all those present.

c) The Chair checks that the student has received details of the alleged offence and any supporting documentation.

d) The Chair explains the order of proceedings to the student.

e) The evidence relating to the alleged offence is then presented by the Head of Department, and members of the Committee, the student and the student’s representative are invited to put questions to the Head of Department.
f) The Chair then invites the student to put forward a case orally if he or she wishes to do so including any mitigation, and members of the committee (but not the Head of Department) are invited to put questions to the student.

g) The Chair invites the student’s representative to put forward any additional statement.

h) The Chair invites the student to make any final response.

i) The student, the student’s representative and the Head of Department are then asked to leave the room.

j) The Committee then deliberates and comes to a decision as to whether an offence has been committed.

k) The Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty.

l) The student is then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and the reasons why this is the appropriate penalty. The Head of Department may be present during this final stage.

D14. Where the student’s case is being heard by an Academic Offences Committee because it is a subsequent offence this information will be included in the papers given to the Committee in advance of the meeting.

D15. An Academic Offences Committee should not take a student’s array of marks into consideration when allocating a penalty.

D16. Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of innocence or guilt, or on any penalty or other action.

Adjournment

D17. The Committee may adjourn:

a) in order to enable the student or the student’s representative to be present;

b) where this is necessary to obtain further information.

D18. The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Academic Director 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.

Powers of the Committee

D19. An Academic Offences Committee shall have the power to:

a) determine that an offence has not been committed.

b) determine that an offence has been committed and impose one of the following penalties:

   ▪ a formal written warning only;
   ▪ assignment to be referenced correctly/rewritten and assessed for an uncapped mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
   ▪ assignment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark;
assignment to be referenced correctly/rewritten and assessed for credit purposes only with a mark of zero to be retained for all calculations, including degree classification (students should only be permitted to rewrite assignments where the offence does not simply involve referencing;
- a mark of zero be awarded for the unit of assessment with no resubmission or second attempt permitted;
- a mark of zero be awarded for the entire module with no resubmission or second attempt permitted;
- a mark of zero be awarded for the module and the student be permitted to complete credits for an exit award only;
- a mark of zero be awarded for the module/dissertation/project and the Board of Examiners be instructed to consider the student only for an exit award on the basis of credits already achieved; or
- the student be required to withdraw without being awarded a degree or and exit award (earned credits which have already been ratified by a Board of Examiners can be recorded).

Record

D20.
A note of the committee’s meeting, including the decision and the grounds for it, will be taken by the Secretary.

Chair’s duties

D21.
The Chair shall ensure that:
- a) each student is informed in writing of the Committee’s decision and of the student’s right to appeal against the decision;
- b) a note is kept on the student’s central file of the decision and the reasons for it;
- c) the Head of Department is informed of the decision.

E. Appeals against decisions by Heads of Department, Academic Director or Academic Offences Committees

Right of Appeal

E1.
A student shall have the right of appeal to an Academic Offences Appeal Committee against any decision of a Head of Department, Academic Director or Academic Offences Committee (hereafter ‘the Initial Adjudicator’) on the following grounds:
- a) that there is material evidence now available which was not previously available to the Initial Adjudicator and of such a nature as to cause reasonable doubt as to whether the result might have been different had the material been available;
- b) that the Initial Adjudicator departed from the provisions of sections B, C or D in a manner prejudicial to the interests of the student and causing reasonable doubt as to whether the result might have been different had this not occurred;
- c) that the facts set out in the findings of the Initial Adjudicator do not warrant the resolution that there was an academic offence as charged;
- d) that the penalty imposed by the Initial Adjudicator was unreasonable having regard to all the circumstances of the case.
Lodging an Appeal

E2. A student who wishes to appeal against the outcome of these procedures should write to the Managing Director, Kaplan Open Learning within five working days of the date on which notification of the decision was sent to the student concerned by the Initial Adjudicator. If the student can show to the satisfaction of the Managing Director, Kaplan Open Learning that circumstances beyond his or her control prevented this time limit being adhered to and that injustice would result from adhering to it, the Managing Director, Kaplan Open Learning 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.

E3. The written appeal shall set out in detail the grounds of the appeal.

E4. The student may withdraw an appeal as of right at any time before the meeting of the Committee.

Duties of the Managing Director, Kaplan Open Learning

E5. On receipt of an Appeal the Managing Director, Kaplan Open Learning shall nominate a member of academic staff who has no previous involvement with the case (hereafter the Appointed Member of Staff) to deal with the appeal.

Duties of the Appointed Member of Staff

E6. The Appointed Member of Staff shall 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 proper ground for an appeal.

E7. If there are proper grounds for an appeal the Appointed Member of Staff shall request that the Initial Adjudicator against whose decision the appeal is made, write a Statement of the Case, which shall include:

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 brief 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.

E8. The Appointed Member of Staff must notify the student and the Initial Adjudicator of the time and place at which the appeal will be heard.

E9.
The Appointed Member of Staff must inform the student of his or her right to bring a student or other member of the University of Essex Online staff or Students’ Union representative from the University of Essex to help in presenting the appeal to the Committee.

E10. The Appointed Member of Staff will provide the student and the Initial Adjudicator with a copy of the statement of the case in advance of the meeting of the Academic Offences Appeal Committee.

Membership of an Academic Offences Appeal Committee

E11. An Academic Offences Appeal Committee consists of the Appointed Member of Staff in the chair, and two members of staff who have had no connection with the case.

E12. The Appeal Committee will be serviced by a Secretary.

Order of Proceedings

E13. The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

E14. The usual pattern of proceedings is:

a) The members of the Committee have a preliminary discussion without the student, the student’s representative or the Initial Adjudicator being present.

b) The student, the student’s representative and the Initial Adjudicator 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.

d) The Chair explains the order of proceedings to the student.

e) The evidence relating to the alleged offence is then presented by the Initial Adjudicator and members of the Committee are invited to put questions to the Initial Adjudicator.

f) The Chair then invites the student to put forward a case orally if he or she wishes to do so including any mitigation, and members of the committee (but not the Initial Adjudicator) are invited to put questions to the student.

g) The Chair invites the student’s representative to put forward any additional statement.

h) The Chair invites the student to make any final response.

i) The student, the student’s representative and the Initial Adjudicator are then asked to leave the room.

j) The Committee then deliberates and comes to a decision as to whether an offence has been committed.

k) The Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty.

l) The student is then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and the reasons why this is the appropriate penalty. The Initial Adjudicator may be present during this final stage.
E15. The Committee may proceed in the absence of the student or the student’s representative provided that the Chair is satisfied that due notice has been given to the student.

E16. Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of innocence or guilt, or on any penalty or other action.

Adjournment

E17. The Committee may adjourn:

a) in order to enable the student or the student’s representative to be present;

b) where this is necessary to obtain further information.

E18. The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Appointed Member of Staff 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.

Powers of an Academic Offences Appeal Committee

E19. An Academic Offences Appeal Committee shall have the power to:

a) rescind a resolution of a Head of Department, the Academic Director or an Academic Offences Committee that the student has committed an offence and rescind all consequential penalties;

b) confirm a resolution of a Head of Department, the Academic Director or an Academic Offences Committee that the student has committed an academic offence;

c) confirm or amend (increasing or decreasing) the penalty allocated by a Head of Department, the Academic Director or an Academic Offences Committee, provided that any amendment is consistent with the powers of the original authority.

E20. A note of the committee’s meeting, including the decision and the grounds for it, will be taken by the Secretary.

E21. The number of cases dealt with by an Academic Offences Appeals Committee under these procedures shall be reported to the University of Essex through the Curriculum, Quality and Recruitment Group (CQRG) on an annual basis.

Further Appeals

E22. Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of
these procedures should write to the Dean of Academic Partnerships at the University of Essex 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. If prima facie there is evidence to support the claim then the case will be reviewed by the Pro-Vice Chancellor (Education) at the University of Essex. If the Pro-Vice Chancellor (Education) determines that there were procedural irregularities in the appeals process then the case will be referred to an Appeals Committee for consideration.

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University’s internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three 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.

F. ACADEMIC OFFENCES PENALTY GUIDELINES FOR HEADS OF DEPARTMENT, ACADEMIC DIRECTOR AND ACADEMIC OFFENCES COMMITTEES

Principles

F1
In determining penalties Heads of Departments, the Academic Director and Academic Offences Committees will take the following into account:

a) the degree of severity of the offence
b) whether it is a first or subsequent offence
c) the academic stage the student has reached (UG Level, Masters etc.)
d) any mitigating circumstances (see the ‘Guidelines for Penalties’ tables for further guidance).

Application

F2.
A Board of Examiners may not overturn any decision on a penalty given in relation to an academic offence by a Head of Department, the Academic Director or an Academic Offences Committee.

F3.
If a student does not take the opportunity to submit a correctly referenced or rewritten assignment, then a mark of zero will be allocated for that unit of assessment and no further submission for credit or otherwise will be allowed.

F4.
If reassessment for the module is not on a like-for-like basis then the allocated penalty will be applied to the overall module mark in proportion to the weighting of the penalised unit of assessment.

Definition of Terminology

F5.
A unit of assessment is to be defined as any element of a module which contributes to a final module mark.

Approved- April 2015
Penalties amended – June 2017
Date due for Review – September 2017
Penalties Guidelines

F6. 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 and any mitigating circumstances into account.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>A formal written warning only</td>
</tr>
<tr>
<td>Two</td>
<td>Unit of assessment to be referenced correctly and assessed for an uncapped mark</td>
</tr>
<tr>
<td>Three</td>
<td>Unit of assessment to be referenced correctly and assessed for a maximum of a capped pass mark</td>
</tr>
<tr>
<td>Four</td>
<td>Mark of zero to be given for the unit of assessment, reassessment available to the Board of Examiners for the maximum of a capped pass mark for the module.</td>
</tr>
</tbody>
</table>

The following penalties may be applied by the Dean of Academic Partnerships/or Deputy and Academic Offences Committees:

<table>
<thead>
<tr>
<th>Penalty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five</td>
<td>Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted</td>
</tr>
</tbody>
</table>

The following penalties may be applied by Academic Offences Committees only:

<table>
<thead>
<tr>
<th>Penalty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six</td>
<td>Mark of zero to be awarded for the module, with no resubmission or reassessment permitted</td>
</tr>
<tr>
<td>Seven</td>
<td>No longer eligible for the 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</td>
</tr>
<tr>
<td>Eight</td>
<td>Required to withdraw 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 on the basis of credits already achieved.</td>
</tr>
<tr>
<td>Nine</td>
<td>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.</td>
</tr>
</tbody>
</table>