

Annex 1: Normal Tariffs for Bad Academic Practice and Academic Offences (Students on Taught Programmes)

| Activity | Instance | Student Level | Action |
|---|--------------------------------------|---------------------------------|--|
| Bad Academic Practice a) Low level duplication with citation, for example errors made through carelessness or misunderstanding or b) Passing off ideas, data or other information as if originally discovered by the student | First instance | Level 3/4 | Staff to discuss with student. Mark awarded to reflect proportion of work that is original content. Discussion recorded and reported to Academic Practice Officer (APO). ⁽¹⁾ |
| | | Levels 5, 6 or 7 ⁽²⁾ | Staff refers to APO normally by email so there is a record and informs student when feeding back on assignment. |
| | Second or more consecutive instances | Level 3/4 | APO decides whether to meet student – normally within 10 working days – issues a written warning and recommends appropriate actions to avoid future instances. Recorded and reported. ⁽¹⁾ |
| | | Levels 5, 6 or 7 ⁽²⁾ | APO may recommend that the mark awarded should reflect the proportion of work that is original content or, on occasion, recommend student fails assessment task or component(s) (with a mark of zero) and the module mark capped if appropriate and not disproportionate in effect ⁽⁴⁾ |
| | Multiple concurrent instances | Levels 3-7 | APO to investigate and using precedents makes judgement. Outcomes can include: 1. Following discussion with the Director (or nominee), APO refers case to Academic Offences Panel. ⁽³⁾ 2. APO recommends student fails module(s) (with a mark of zero). ⁽⁴⁾ 3. APO recommends student fails component(s) (with a mark of zero) and the module mark capped if appropriate and not disproportionate in effect ⁽⁴⁾ 4. The APO may require student to take remedial action as appropriate and in accordance with reassessment regulations. ⁽⁵⁾ 5. The APO recommends that the mark awarded should reflect the proportion of work that is original content. ⁽¹⁾ |
| Academic Offence a) Cheating in examinations b) Plagiarism c) Acquiring and submitting an assessment not written by the student him/herself d) Fabrication of results e) Collusion f) Reuse of assessed material g) Other academic offences | Any instance | Levels 3-7 | |

Notes

- ⁽¹⁾ Recorded through notes of a meeting which shall be signed by the member of staff and the student. Copy included in the student file and copy to the APO. (The APO shall use this to check for repeat instances and provide statistics to the Faculty Academic Committee and Academic Board).
- ⁽²⁾ Where the student is a direct entrant to Levels 5, 6 or 7, the tutor should discuss the case with the APO to decide how best to deal with the Bad Academic Practice.
- ⁽³⁾ For Academic Offences Panel Penalties see General Regulations and Procedures Affecting Students, Chapter 4, paragraph 8.
- ⁽⁴⁾ APO recommendations are made to the relevant Programme Assessment Board; the University assumes that the Board will normally accept these recommendations. In cases of collusion where the student involved (usually the one giving their work to another) has already completed the module and the mark has been confirmed by the relevant Assessment Board, the APO can recommend to a subsequent Assessment Board the imposition of a maximum retrospective penalty of capping the module.
- ⁽⁵⁾ Re-assessment as appropriate to the nature of the module, by re-examination, re-submission of work with or without attendance etc.

Annex 2

Academic offences committed overseas (taught courses)

Where an academic offence has been committed at an associated institution overseas and it is not feasible to deal with the matter at a UK campus of the University the provisions outlined below shall apply.

- The provisions of section 3, Chapter 4 above shall apply except that the Academic Practice Officer shall take action to inform the student of the allegation within 14 days of the offence being brought to his/her attention and will invite the student to make any representations the student thinks necessary, such representations to reach the Academic Practice Officer within 21 days.
- The Academic Practice Officer will decide whether to take the matter to an Academic Offences Panel, taking account of any representations received from the student.
- If taking the matter to a Panel, the Academic Practice Officer shall formally approach the Director of Student & Academic Services (or nominee), detailing the allegations and requesting agreement to proceed to the establishment of a Panel.
- If agreement is given, the Director of Student & Academic Services (or nominee) shall, in consultation with the Academic Practice Officer, the appropriate /PVCDean and the associate institution, establish a Panel with membership from the associate institution equivalent to the membership of the standard Panel. Where appropriate, such a Panel may also include external and/or University membership.
- The Panel secretary will then give notice of the hearing in writing to the student. The Panel will act in strict conformity with the provisions of these regulations.
- The Panel will then report its findings and recommendations to the Director of Student & Academic Services.
- The Director of Student & Academic Services (or nominee) will seek the agreement of the appropriate PVC/Dean to the recommendations of the Panel and will then formally notify the student of the University's decision.

Any difficulties arising during this process will be referred by the Director of Student & Academic Services (or nominee) to the appropriate Pro Vice-Chancellor who will resolve the matter as s/he sees fit, reporting to the Academic Board on actions taken.