

Annex 1: Normal Tariffs for Academic Misconduct (Students on Taught Programmes)

Activity	Instance	Student Level	Action
<p>Poor Academic Practice</p> <p>Inappropriate use of a referencing system and unintentionally passing off work as your own at a minor scale.</p> <p>Poor academic practice may arise from a lack of understanding of how to produce a piece of work or assessment due to lack of experience or understanding.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> Where a small part of an assignment appears to convey ideas, data or other information obtained from other sources as if it was your own word for word duplication of up to a few sentences in written work, oral presentations or comparable duplication in non-written forms where the source is not mentioned. Unattributed quotations 	First instance	All levels	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).
	Second instance	All levels	Staff refers to APO normally by email so there is a record and informs Student when feeding back on assignment. APO decides whether to meet Student – normally within 10 University working days – issues a written warning and recommends appropriate actions to avoid future instances. Recorded and reported. 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.
	Multiple instances	All levels	APO to investigate and using precedents makes judgement. Outcomes can include: <ul style="list-style-type: none"> Following discussion with the Head of the Academic Support Office (or nominee), APO refers case to Academic Offences Panel. APO recommends Student fails module(s) (with a mark of zero) APO recommends Student fails component(s) (with a mark of zero) and the module mark capped if appropriate and not disproportionate in effect The APO may require Student to take remedial action as appropriate and in accordance with reassessment regulations. The APO recommends that the mark awarded should reflect the proportion of work that is original content.
<p>Academic Misconduct</p> <p>a) Cheating in examinations or test conditions b) Plagiarism c) Contract Cheating and the use of Artificial Intelligence (AI) Generated Content d) Acquiring and submitting work that is not produced by you e) Fabrication and/or falsification of information f) Collusion g) Re-using previously assessed material h) Ethics breaches i) Other academic misconduct</p>	Any Instance	All levels	

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