

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

| Activity | Instance | Student Level | Action |
|--|-------------------------------|---------------|--|
| Bad Academic Practice Low level duplication without citation, for example unintentionally passing off ideas, data or other information as if originally discovered by the Student | 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 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 concurrent instances | All levels | APO to investigate and using precedents makes judgement. Outcomes can include: |
| Academic Offence a) Cheating in examinations or any form of assessment or similar, e.g. phased tests b) Plagiarism c) Acquiring and submitting an assessment in the language of English not written by the Student d) Fabrication of results e) Collusion f) Reuse of assessed material g) The use of translation software h) Contract cheating i) Other academic offences | Any Instance | All levels | <ol style="list-style-type: none"> 1. Following discussion with the Executive Director (or nominee), APO refers case to Academic Offences Panel. 2. APO recommends Student fails module(s) (with a mark of zero) 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. The APO may require Student to take remedial action as appropriate and in accordance with reassessment regulations. 5. The APO recommends that the mark awarded should reflect the proportion of work that is original content. |

Annex 2: Academic offences committed overseas (taught courses)

- 1** 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.
 - Consultation on suspected instances of bad academic practice should be brought to the attention of the Academic Practice Officer via the designated Link Tutor in the first instance.
 - The provisions of section 3, Chapter 4 above shall then 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 their 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 Executive Director of Student and Academic Services (or nominee), detailing the allegations and requesting agreement to proceed to the establishment of a Panel.
 - If agreement is given, the Executive Director of Student and Academic Services (or nominee) shall, in consultation with the Academic Practice Officer, the appropriate PVC Dean 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 Executive Director of Student and Academic Services.
 - The Executive Director of Student and 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.

- 2** Any difficulties arising during this process will be referred by the Executive Director of Student and Academic Services (or nominee) to the appropriate Pro Vice-Chancellor who will resolve the matter as they see fit, reporting to the Academic Board on actions taken.