

Manchester Metropolitan University

Procedure for Considering Academic Misconduct

Key changes to the Previous Procedure

1. There is no longer a minimum threshold for plagiarism. The penalties for plagiarism relate to the context and impact on the academic submission of the plagiarised element(s). Consideration will be given to the impact that the plagiarised content has on the overall mark that the submission would have obtained had the plagiarism not been identified.
2. Mitigation will not be considered as part of the Investigation. Students wishing to submit mitigation may do so at the Appeals stage.
3. The penalties applied vary depending on how long the student has been studying within Higher Education.

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Manchester Metropolitan University

Academic Misconduct Procedure

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1. Academic Misconduct

- 1.1 Academic misconduct occurs when a student does not follow good academic practice in an assessment¹, thereby gaining unfair advantage and undermining academic standards. It is a fundamental principle that students are assessed fairly and on equal terms. Any attempt by a student to gain unfair advantage in the completion of an assessment or to assist someone else to gain unfair advantage, is considered to be academic misconduct.
- 1.2 The University takes academic misconduct very seriously and has mechanisms to identify when it may have taken place. Where academic misconduct is suspected, it will be investigated in all cases. The investigation may determine that there is no case to answer, or if poor academic practice can be addressed through further training. In the most serious cases, the penalty can be expulsion from the University.
- 1.3 The Academic Misconduct procedure applies to all registered students including postgraduate researchers². This includes students studying on programmes at partner institutions, except where it has been contractually agreed that the partner's procedures will apply.
- 1.4 All disciplinary aspects of this procedure apply solely to academic misconduct that has taken place within summative assessment i.e. assessment that counts towards academic credit, level progression and final awards. Summative assessment includes (but is not limited to) formal examinations, group work, essays, projects and dissertations.
- 1.5 When academic misconduct is identified within formative assessment (which takes place in-year as part of the learning process and does not count towards academic credit) it will not be taken forward to a formal misconduct investigation. It will instead, be addressed through academic feedback and may lead to more developmental engagement to ensure that the student is able to maintain academic integrity at summative assessments.
- 1.6 Professional, Statutory or Regulatory Bodies (PSRBs)
- Where a PSRB has particular procedures and penalties for academic misconduct, Manchester Metropolitan University procedures and penalties will take precedence. The only exceptions to this are when variance has been approved by one of the University's committees, for example Academic Board. In these cases, the PSRB procedures and penalties should be communicated clearly to students and fully documented in the Programme Specification.

2. Common forms of Academic Misconduct

2.1 Plagiarism

There is no minimum threshold for plagiarism. The penalties for plagiarism relate to the context and impact on the academic submission of the plagiarised element(s). Consideration will be given to the impact that the plagiarised content has on the overall mark that the submission would have obtained had the plagiarism not been identified. This is a matter of academic judgement. Software such as

¹ Further information on Academic Integrity can be found at <https://www.mmu.ac.uk/student-life/teaching-and-learning/assessments/academic-integrity/>

² Postgraduate Research and Postgraduate Taught students who have committed offences other than plagiarism or collusion or misconduct during an examination (e.g. ethics breaches) will be dealt with under the Procedure for Investigating Allegations of Research Misconduct.

Turnitin, or other packages to identify academic similarity reports, are indicative tools. A high or low similarity score does not result automatically in either action or inaction.

2.2 Self-plagiarism

Self-plagiarism is submission by the student of work or large elements of work that has been submitted previously for academic credit in a different part of the course.

Students wishing to include content that has been marked previously as part of another submission, **must** cite and reference their previous work.

There is no minimum threshold for self-plagiarism. The penalties for self-plagiarism relate to the context and impact on the academic submission of the plagiarised element(s). Consideration will be given to the impact that the plagiarised content has on the overall mark that the submission would have obtained had the plagiarism not been identified. This is a matter of academic judgement. Software such as Turnitin, or other packages to identify academic similarity reports, are indicative tools. A high or low similarity score does not result automatically in either action or inaction.

2.3 Contract Cheating

Contract cheating is the purchasing of work compiled by another person and submission as if it was the student's own. This is a severe form of academic misconduct and will normally result in exclusion from the University.

Detailed definitions of Academic Misconduct offences are shown in Appendix 1.

3. The Academic Misconduct Investigation

This procedure is the same for both minor and major cases of academic misconduct. Severe cases such as suspected contract cheating is managed by the Assessment Management department³.

- 3.1 Where a potential case of academic misconduct has been identified, the student will be invited to attend an Academic Misconduct Investigation Meeting.
- 3.2 The person conducting the meeting is known as the Investigating Officer. This will be a Head of Department or their nominated representative. In some cases it may be appropriate to allocate the investigation to someone from outside the department.
- 3.3 Administrative support in the form of note-taking at the meeting will normally be provided for all suspected Major and Severe cases.

³ Contract cheating will be investigated in a different way to other cases, using a central investigation and Assessment Disciplinary Panel (ADP). If contract cheating is identified or suspected, the Programme Leader or nominee should immediately contact the Assessment Management Team, who will instigate the procedure for Severe Cases.

- 3.4 The student will be provided with 5 working days' notice of the meeting. The student may bring a representative to the meeting, normally an advisor from the Student Union Advice Centre. Legal representation at the Investigation stage is not normally permitted.⁴
- 3.5 The student will be provided with the material that will be considered at the meeting and will be provided with at least 5 working days to consider the information presented.
- 3.6 The student will be expected to attend the meeting. If the student does not attend, and does not attempt to make alternative arrangements, the meeting can take place in the student's absence. Where the student has advised that they are unable to attend, one further appointment will be made. If the student is unable to attend for a second time, the investigation meeting can proceed in the student's absence.
- 3.7 The purpose is to establish:
- whether academic misconduct has been proven or not proven;
 - if proven, what type(s) of academic misconduct has occurred;
 - if proven, whether the academic misconduct is minor or major.
- 3.8 All cases will be considered on the basis of evidence. The standard of proof at any stage of the investigation is that the University is satisfied that, on the evidence available, the student's responsibility for the academic misconduct is more likely than not.
- 3.9 At the meeting, the Investigating Officer will present the full facts of the case to the student, explain the potential penalties and make it clear that the offence will be retained on the student's formal record. The student will be given the opportunity to present their case and to provide any supporting evidence or information that the student may wish to submit which, in their view, may have led to the alleged misconduct occurring.
- 3.10 Mitigation will not be sought or considered during the investigation process.
- 3.11 The student can be advised verbally at the end of the meeting of the Investigating Officer's conclusion as to whether academic misconduct has been proven or not proven.
- 3.12 If the Investigating Officer concludes that academic misconduct has been proven, any imposition of penalties will be communicated after the meeting has concluded and will not normally be given verbally at the meeting. Where it is determined that penalties are to be imposed, the following will be taken into consideration:
- a student's prior record of academic misconduct including developmental engagement following formative assessment feedback on academic misconduct;
 - the student's level of study.
- NB:** If multiple cases are identified in the same round of assessments, they will be dealt with as one and will not count as a "history" of academic misconduct. However, the overall volume of misconduct will be taken into account when calculating the final penalty.

⁴ Students may seek wellbeing support at any time during this process from the University's Counselling, Mental Health and Wellbeing team.

4. Minor Cases

- 4.1 Poor academic practice by students who are at an early stage in their academic journey will be dealt with in a supportive, developmental way. The developmental process for minor cases may also be used to address poor academic practice in formative assessment, at any level of study and irrespective of a student's history.
- 4.2 The procedure for investigating academic misconduct will follow that set out in Section 3 above noting that where a Minor Case is suspected, a member of administrative staff would not normally be present as a note-taker. If, as a result of the Investigation Meeting, further information is brought to light that gives the Investigating Officer cause for concern, the meeting should be terminated and a further meeting held with a member of administrative staff in attendance.
- 4.3 Minor Cases are restricted to the first offence for:
- students studying at Level 3 or Level 4; **or**
 - students who have been away from Higher Education for more than 4 years.

AND

the poor academic practice does not constitute a significant element of the submission or does not substantially influence the grade that the student may otherwise have received had the poor practice not been identified.

- 4.4 Where a case is considered by the Investigating Officer to rest within the Minor category, developmental activity can take place at the earliest opportunity, without requiring prior confirmation from Assessment Management. This does not preclude the possibility of an imposition of other potentially serious penalties by Assessment Management. This would arise where, for example, the team were in possession of other information that is material to the case, but not known to the Investigating Officer at the time of the Investigation meeting.
- 4.5 At the meeting, the student and the Investigating Officer will discuss the poor practice. The exact nature of the developmental engagement is a matter of academic judgement, but it is expected to involve advice on how to resolve the specific issues identified, broader guidance on good practice, and signposting of further information and resources. Information on how to ensure academic integrity can be found at <https://www.mmu.ac.uk/student-life/teaching-and-learning/assessments/academic-integrity/>
- 4.6 There will be no penalty for the student and the assessment will go forward as marked. However, the case will be noted on the student's academic record and the student advised of this action.

5. Major Cases

- 5.1 Major Cases apply to any student who has had recent (within the past 4 years) previous experience of higher education either at this or another institution.
- 5.2 Major Cases include any of the offences listed in Appendix 1 which do not fall into the Severe category. This includes, but is not limited to, self-plagiarism, collusion, plagiarism, exam cheating, and falsification of data. Contract cheating will always fall under the Severe category and is addressed in section 6 below.
- 5.3 The procedure for investigating academic misconduct will follow that set out in Section 3 above.

- 5.4 Penalties are determined and administered centrally by the Assessment Management team, based on the information provided following the Investigation Meeting. When considering the level of penalty, the team will access the student's academic record to determine whether the student has had a prior record of academic misconduct (including Minor cases, as above) and to check on their level of study, the credit value of the unit, and credit weighting of assessment under consideration. Assessment Management will combine this with information from the Investigating Officer about the type of academic misconduct, its severity, and the proportion of assessment affected to determine the penalty.
- 5.5 Assessment Management will inform the student of the penalty. The student will also be provided with the summary of the case outcome and details of how the penalty has been calculated. The student will be provided with information on how to appeal, and on what grounds.
- 5.7 The penalty decision will be communicated to the relevant Assessment Board, for incorporation in the student's overall results.

NB: Penalties and marks will be considered by the Assessment Board who will decide on the need to re-sit. Re-sits will be awarded in line with the University's main Academic Regulations.

6 Severe Cases

- 6.1 The main type of Severe case is contract cheating, where a student commissions a third party to do some or all of a piece of work. Other types of Severe cases could include large-group collusion and cheating, and large-scale falsification of data. The default penalty for a Severe offence is normally expulsion.
- 6.2 The procedure for Severe cases can be instigated at an early stage where, for example, contract cheating is discovered or suspected, or if there has been major disruption of an examination. There is no need to await the completion of local investigations before instigating the procedure for Severe Cases.

6.3 The Role of Assessment Management

In all cases where Severe Academic Misconduct is suspected, the academic department should make contact with Assessment Management at the earliest opportunity. The Assessment Management department will manage all procedural elements of the case including communication with relevant parties. In the case of PGR students, Assessment Management will liaise with the Graduate School.

6.4 The Assessment Disciplinary Panel

The investigation of the case will include a disciplinary interview with the student, undertaken by a panel. The Assessment Disciplinary Panel (ADP) will be selected to give the following combination of elements:

- a Chair, who will be suitably senior and have appropriate experience/knowledge of academic misconduct
- academic expertise in the subject (usually local academic staff)
- an elected officer of the Students Union

6.5 The Assessment Disciplinary Panel Hearing

- 6.5.1 The student will be invited to a hearing of the Assessment Disciplinary Panel. The student will be given a minimum of 5 working days' notice of the interview. Guidance and representation, normally by the Students Union Advice Centre, is encouraged.
- 6.5.2 At the ADP hearing, the student will be invited to make a statement and present any additional evidence that the student considers to be relevant to the case. The panel will then have the opportunity to question the student based on the information supplied by the student in advance of, and during, the Disciplinary Interview Panel Hearing.
- 6.5.3 Mitigation will not be sought or considered at the ADP hearing.

6.6 Outcomes

- 6.6.1 The Assessment Disciplinary Panel may conclude that an offence has been committed but does not fall into the category of Severe, or may conclude that no offence has been committed. In these cases, the Assessment Disciplinary Panel will make a recommendation to the Assessment Management team regarding the application of any penalty.
- 6.6.2 The student will be notified in writing following the Panel hearing. This will include details of how to appeal and upon what grounds.
- 6.6.3 The decision will be communicated to the relevant Assessment Board which will make adjustments to the student's results. If appropriate, the Assessment Board is empowered to give final and formal ratification of the decision to withdraw the student from the University.

7. Appeals

7.1 A student who is in receipt of a penalty decision from a Minor, Major or Severe case has the right to appeal against the decision. The Appeal should be made within 14 working days of the date on which the decision outcome is sent. Appeals will be considered by an Appeals Panel.

7.2 The grounds on which a student can appeal are:

- that a decision made at any stage of the process was unreasonable; or
- that there was a material and/or procedural irregularity in either the investigation (or ADP) or the penalty setting, which has prejudiced the student's case; or
- additional evidence has come to light since the investigation or ADP which could not have been expected to have been produced at the time of investigation of the case. This could include significant events affecting the student which directly lead to the academic misconduct (ie mitigation).

NB: Students should note that consideration of mitigation is rare and is unlikely to result in the complete removal of a penalty. Students considering making an appeal of this nature are strongly advised to seek guidance from the Students' Union.

7.3 The core membership of an Appeals Panel will normally consist of:

- A Chair (normally a Senior Officer of the University);
- Two senior academic members of staff with appropriate experience and no prior involvement in the case;
- An elected sabbatical officer nominated by the Students' Union.

Further members may be co-opted as appropriate, for example in considering cases relating to Postgraduate Research students.

- 7.4 The Appeals Panel can take the following factors into account:
- facts (including new evidence if made available);
 - whether there was an intention to commit academic misconduct;
 - mitigating circumstances submitted by, or on behalf of, the student;
 - a student's prior record of academic misconduct;
 - a student's level of study.
- 7.5 The Appeals Panel will normally consider the full written appeal submitted by the student, including any supporting evidence, without the student present.
- 7.6 There may be occasions where the Appeals Panel considers it important to invite the student to attend a Panel meeting. Should this be the case, the student will be invited to attend with a representative and will be given at least 5 working days' notice. The case will be considered *in absentia* should the student fail to attend.
- 7.7 The Appeal stage should normally be completed within 30 days of receipt of the appeal.
- 7.8 The Appeals Panel will consider the available evidence, including mitigation. Panel members will use their academic judgement in considering the extent to which the appeal makes a case for an adjustment to the penalty. The Appeals Panel is empowered to recommend to the Assessment Board for the penalty to be amended.
- 7.9 The Appeals Panel will produce a report of its deliberations and the rationale for its decisions. This will be made available to the student when notifying the student of the Panel's decision and will include information regarding the Review Stage.

8 Retrospective Penalties

- 8.1 In circumstances where the University becomes aware of an allegation of academic misconduct against a student after they have been granted an award, retrospective action can be taken. Such cases will always be considered by an Assessment Disciplinary Panel.
- 8.2 If the ADP decides that misconduct has occurred they will apply a penalty equivalent to that which would have been applied had the student still been enrolled on the course.
- 8.3 If the student is expelled the ADP will recommend that Academic Board rescind the student's award, and no opportunity for further reassessment will be provided. If a lesser penalty is applied, but that penalty includes the removal of credits in which misconduct occurred, the ADP will ask Academic Board to rescind the award and consider whether reassessments should be granted to potentially allow the student to regain the award. Reassessments will normally only be granted where the misconduct is identified within 12 months of the award being made.

9 Reviews

- 9.1 Reviews will take account of all factors i.e. findings, context and mitigation. Reviews will also examine the way in which the investigation was conducted and the extent to which other factors were taken into consideration when allocating penalties and considering appeals.

- 9.2 The grounds for Review are the same as the grounds for Appeal:
- that a decision made at any stage of the process was unreasonable; or
 - that there was a material and/or procedural irregularity in either the investigation (or DIP) or the penalty setting, which has prejudiced the student's case; or
 - additional evidence has come to light since the investigation or DIP which could not have been expected to have been produced at the time of investigation of the case.
- 9.3 For Taught Students, the Review will be undertaken by a senior academic such as a Head of Department or Faculty Head of Education who has had no prior involvement with the case.
- For Research Students, the Review will be undertaken by the Chair of the Research Degrees Committee, or their nominee who has had no prior involvement in the case.
- 9.4 A student may request a Review of the decision made by the Appeals Panel within 14 working days of the outcome of Appeal letter being sent. Outcomes will be sent by email.
- 9.5 The Review stage will normally be completed within 30 days of the receipt of the request for Review.
- 9.6 Academic Services will compile a full case file for the Reviewer including all evidence received at all stages of the case. The Reviewer may, at their discretion, request further evidence or investigation. The Reviewer may, if they see fit, interview any person who has been involved in the case, in any role, however, there is no requirement for the Reviewer to do this if they feel that the documentary evidence is sufficient.
- 9.7 On the basis of this holistic analysis the Reviewer will reach a judgement as to whether:
- procedures were followed correctly;
 - all evidence was taken into consideration, including mitigation at the Appeal stage;
 - judgement was applied impartially and consistently;
 - the penalty was proportionate to the offence'
- 9.8 The Reviewer will then advise on whether the case outcome should stand or whether it should be re-considered by the Appeals Panel. If the Appeals Panel re-considers the case, it will do so in the absence of attendance by the Student.
- 9.9 The Reviewer will, with the assistance of Academic Services, produce a summary of the rationale for their decision.
- 9.10 The student will be informed of the Reviewer's decision and the rationale for it (or the Appeals Panel's decision if the case has been referred back to them). The student will be advised of their right to appeal to the Office for the Independent Adjudicator.

10 Office of the Independent Adjudicator

At the conclusion of the University's internal processes under this Procedure, the student shall be issued with a Completion of Procedures letter, as prescribed by the Office of the Independent Adjudicator for Higher Education (OIA). A student who is dissatisfied with the outcome of their case may submit a complaint to the OIA under the rules of its scheme within 12 months of the issue of the Completion of Procedures letter. Information on the process can be obtained directly from the OIA at <http://www.oiahe.org.uk>.

11 Reporting and Records Retention

- 11.1 Information on investigation outcomes and penalties will be used in an anonymised format as part of the annual report on Academic Misconduct that is presented to Academic Board.
- 11.2 A record of the penalties applied in relation to Academic Misconduct will be retained in accordance with the University's Records Retention and Disposal Schedule.

Appendix 1: Detailed List of Offences

Offences relating to assessed work include, but are not limited to:

- the inclusion in coursework of any material which is identical or similar to material which has already been submitted for any other assessment within the University or elsewhere, for example, submitting the same piece of coursework for two different units (known as self-plagiarism);
- unacknowledged incorporation of another person's work;
- unacknowledged summarising of another person's work;
- unacknowledged and/or unauthorised use of the ideas of another person;
- copying the work of another person with or without that person's knowledge or agreement and presenting it as one's own;
- the representation of another person's work, without acknowledgement of the source, as one's own;
- the submission of collaborative work as entirely a student's own;
- the completion of work with another person which is intended to be submitted as a student's own unaided work;
- actions which enable another student to access / copy all or part of their own work and to submit it as that student's own unaided work;
- the use of third parties and/or websites to attempt to buy assessments or answers to questions set;
- gaining access to any unauthorised material relating to an assessment prior to the release date of such information;
- the provision of falsified information that has the potential to give a student an unfair advantage.
- proceeding with data collections without ethical approval
- failures to follow accepted procedures or to exercise due care in carrying out responsibilities for avoiding unreasonable risk or harm to:
 - humans;
 - animals used in research; and
 - the environment; and
 - the proper handling of privileged or private information on individuals collected during research, including failure to seek appropriate consent and breaking of data protection regulations
- submitting all or part of a piece of work for which you have already received credit.

Offences relating to formal examinations may include, but are not limited to:

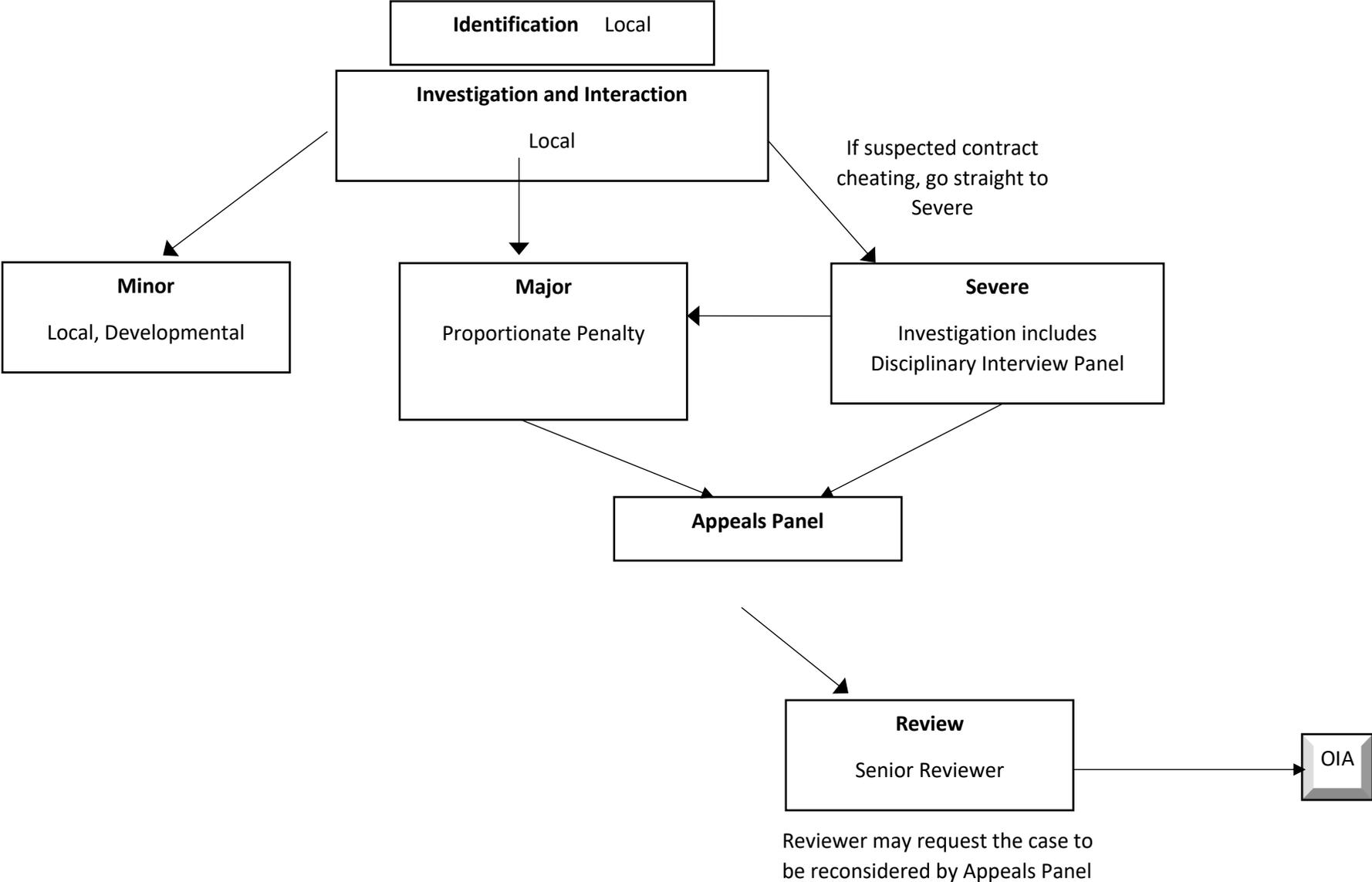
- non-compliance with examination regulations;
- copying or attempting to copy from any other candidate during an examination;
- communicating during an examination with any person other than the invigilator(s) or other authorised members of staff unless expressly permitted by the examination and/or assessment regulations
- introducing into the examination room or being in possession of any written or printed material(s) or obtaining any electronically stored information unless expressly permitted by the examination and/or assessment regulations;
- being in possession of, or obtaining access to, a copy of an examination question paper in advance of the date and time for its authorised release (this covers both 'seen' and 'unseen' papers);
- disruptive behaviour in an examination;
- being party to personation, where an individual assumes the identity of another person with intent to deceive, for example, by sitting or attempting to sit an examination or test in the place of the student who should be sitting it;

- continuing to write after the end of the examination;
- the provision of information that has the potential to give a student an unfair advantage.

Cheating

- using materials created by others and passed off as the student's own, including all forms of contract cheating such as the purchase of material through essay mills.
NB: This does not apply to third parties such as Studiosity that have been sanctioned by the University to provide guidance and assistance to students in specific assessment situations.
- falsification of data or sources of information that are presented in support of the assessment.

Appendix 2: Outline Flowchart



Appendix 3: Penalties for Academic Misconduct

IMPORTANT NOTES

1. Exceptional Factors and/or repeating units

Students who are subject to Academic Misconduct penalties but also have approved Exceptional Factors for the assessment attempt, will be allowed a further reassessment opportunity in accordance with the Exceptional Factors procedure, but the assessment will normally be capped in line with the penalties for Academic Misconduct below.

2. Eligibility for Reassessment

Penalties and marks will be considered by the Assessment Board who will decide on the eligibility to re-sit. If the offence is committed as part of a resubmission of an assessment, and where the opportunity is provided for in the penalties below, the opportunity will normally be given to resubmit for a second time, subject to approval by the Assessment Board.

Resubmissions will normally be at the next available opportunity, usually the resit period. However, resubmission may be approved to occur at a later date, for example, where a student has been allowed to repeat (with or without attendance) in the following academic year. All opportunities for timing of resubmissions are subject to approval by the Assessment Board.

3. Severe Offences

The main type of Severe offence is contract cheating, where a student commissions a third party to undertake some or all of a piece of work which is then submitted as the student's own. Other types of Severe offences could include large-group collusion and cheating, and large-scale falsification of data. Assessment Disciplinary Panels will be convened to consider allegations of Severe academic misconduct. The default penalty for a proven Severe offence is normally expulsion.

In addition, the type and nature of other forms of academic misconduct must be taken into consideration when deciding on the penalty for the behaviour identified. The tariff below should normally be used for acts of misconduct. However, where an act of misconduct is such that it places other students or staff at significant risk or it risks the reputation of the University, any other appropriate penalty including the expulsion of the student may be considered. In such cases the Assessment Disciplinary Panel will hear the case and may determine that the penalties below do not reflect the severity of the misconduct. In such cases, Assessment Disciplinary Panels may recommend more severe penalties be imposed, including expulsion from the University.

A: Offences relating to assessed work (eg coursework and essays) other than event-based assessments (eg timed examinations)

3. *Minor Offences*

Eligibility for consideration	Penalty
<p>First offence for:</p> <ul style="list-style-type: none"> • Students studying at Level 3 or Level 4; or • Students studying at any level who have been away from Higher Education for more than 4 years. <p>The poor academic practice does not constitute a significant element of the submission or does not substantially influence the grade that the student may otherwise have received had the poor practice not been identified.</p>	<ul style="list-style-type: none"> • Developmental Engagement. • Assignment marked without the identified elements being included for assessment. • No cap applied. • Penalty noted on the student's file.

3. *Major Offences*

Students on Level 3 or 4 of Undergraduate Programmes

Type of Misconduct	Penalty
<p>First offence where the poor academic practice does constitute a significant element of the submission or would have substantially influenced the grade that the student may otherwise have received had the poor practice not been identified.</p>	<ul style="list-style-type: none"> • Written warning and mark of 0 for the element of assessment. • Opportunity to be reassessed for the element in the resit period, (or at an appropriate future point) subject to agreement by the Assessment Board. • The reassessment for the element of assessment will be capped at 40%.
<p>Second offence in any unit whilst registered on any programme of study in the University.</p>	<ul style="list-style-type: none"> • Further written warning and a mark of 0 for the element of assessment. • If resubmission is required in order to progress, the unit mark will be capped at 40%.
<p>Any subsequent offence anywhere whilst registered on any programme of study in the University.</p>	<p>Mark of 0 for all units the student has taken so far at that level, and imposition of a 40% cap on unit marks in all further units taken at that level.</p>

Students studying on Level 5, 6 or 7 of Undergraduate or Undergraduate Masters' Programmes

Type of Misconduct	Penalty
First offence where the poor academic practice does not constitute a significant element of the submission or does not substantially influence the grade that the student may otherwise have received had the poor practice not been identified.	Element of assessment mark capped at 40% (or 50% at Level 7 Undergraduate Masters). ⁵
First offence where the poor academic practice does constitute a significant element of the submission or would have substantially influenced the grade that the student may otherwise have received had the poor practice not been identified.	<ul style="list-style-type: none"> • Mark of 0 for the element of assessment. • Opportunity to be reassessed for the element in the resit period (or at an appropriate future point), subject to agreement by the Assessment Board. • The reassessment will be capped at 40% (or 50% for Undergraduate Masters' programmes).
Any offence at Level 5, 6 or 7 where there is any previous offence recorded in a lower academic level	<ul style="list-style-type: none"> • Mark of 0 for the unit concerned. • Opportunity to be reassessed for the element in the resit period (or at an appropriate future point), subject to agreement by the Assessment Board. • The reassessment will be capped at 40% (or 50% for Undergraduate Masters' programmes).
Any offence at Level 5, 6 or 7 where there is any previous offence recorded in the same academic level	<ul style="list-style-type: none"> • Mark of 0 for all elements of assessment previously undertaken at that level, and 40% cap on all unit marks at the level. • Opportunity to be reassessed for the elements awarded a mark of 0 during the resit period (or at an appropriate future point) subject to agreement by the Assessment Board. • The reassessment(s) will be capped at 40% (or 50% for Undergraduate Masters' programmes).

Students on Taught Postgraduate Programmes (other than those who fall under the Minor category)

Type of Misconduct	Penalty
First offence where the student has been away from Higher Education for more than 4 years.	<ul style="list-style-type: none"> • Developmental Engagement.

	<ul style="list-style-type: none"> • Assignment marked without the identified elements being included for assessment. • No cap applied.
First offence where the student has been in Higher Education within the past 4 years	<ul style="list-style-type: none"> • Element(s) of the unit in which academic misconduct occurred to be resubmitted in the resit period (or at an appropriate future point) subject to agreement by the Assessment Board. Both the element and unit marks will be capped at 50%.
Any subsequent academic misconduct	Student deemed to have failed the programme.

Indicative Penalty Ranges – Research Students

Type of Misconduct	Penalty
First offence	Allow revision and resubmission
Further offence - Minor	Academic assessment continues with the identified sections removed. The student has no opportunity to rewrite those sections.
Further offence - Major	Student deemed to have failed the programme.

B: Offences relating to event-based assessments (eg time-limited examinations)

Students on Undergraduate Programmes of Study, including Undergraduate Masters Programmes

Type of Misconduct	Penalty
First offence	<ul style="list-style-type: none"> • Written warning and mark of 0 for the assessment being undertaken. • Opportunity to be reassessed for the element in the resit period (or at an appropriate future point), subject to agreement by the Assessment Board. • The reassessment will be capped at 40% (or 50% for Undergraduate Masters' programmes).
Any second offence within the same programme of study	<ul style="list-style-type: none"> • Unit mark of 0. • Opportunity to be reassessed for the element(s) awarded the Unit mark of 0 in the resit period (or an appropriate future point), subject to agreement by the Assessment Board. The reassessment

	will be capped at 40% (or 50% for Undergraduate Masters' programmes).
Any subsequent offence anywhere whilst registered on any programme of study in the University.	<ul style="list-style-type: none"> • Mark of 0 for all units undertaken at that level, and imposition of a 40% cap on unit marks in all further units to be taken at that level. • Opportunity to be reassessed for the element(s) awarded the Unit mark of 0 in the resit period (or at an appropriate future point), subject to agreement by the Assessment Board. • The reassessment will be capped at 40% (or 50% for Undergraduate Masters' programmes).

Students on Taught Postgraduate Programmes

Type of Misconduct	Penalty
First offence	<ul style="list-style-type: none"> • Mark of 0 for the unit in which academic misconduct occurred. • Opportunity to be reassessed for the element in the resit period, subject to agreement by the Assessment Board. The reassessment will be capped at 50%.
Any subsequent academic misconduct	Student deemed to have failed the programme.