

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

Activity	Instance	Student Level	Action
<b>Bad Academic Practice</b>  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 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 concurrent instances	All levels	APO to investigate and using precedents makes judgement. Outcomes can include:
<b>Academic Offence</b> 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 and/or falsification of results  e) Collusion  f) Reuse of assessed material  g) The use of translation software  h) Contract cheating  i) Breaches of ethics requirements	Any Instance	All levels	<ol style="list-style-type: none"> <li>1. Following discussion with the Executive Director (or nominee), APO refers case to Academic Offences Panel.</li> <li>2. APO recommends Student fails module(s) (with a mark of zero)</li> <li>3. APO recommends Student fails component(s) (with a mark of zero) and the module mark capped if appropriate and not disproportionate in effect</li> <li>4. The APO may require Student to take remedial action as appropriate and in accordance with reassessment regulations.</li> <li>5. The APO recommends that the mark awarded should reflect the proportion of work that is original content.</li> <li>6. The APO will refer all suspected cases of contract cheating to an Academic Offences Panel.</li> </ol>

j) Other academic offences			
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