APPENDIX 3

6 **Sanctions in non-summary hearings for academic misconduct**

6.1 Where an offence is admitted or the Committee finds that an offence of cheating or plagiarism in assessed academic work or in examinations (Regulations Section 8, Student Conduct, 2.1.10) is proved, the Committee may impose, after examining any information as to the character and circumstances of the student which the student wishes to present, only one of the following sanctions:

6.1 .1 For students on taught programmes of study, or students on research-based programmes of study, where the cheating or plagiarism takes place on a taught module taken as part of that programme:

(a) Assign an undertaking from the student to engage with appropriate student support and/or remedial tuition. The Committee should specify any consequences of failure to comply with any such undertaking.

(~~a~~b) the examination or assessment mark obtained to stand; or

(~~b~~c) the mark obtained in the examination or the assessment may be downwardly adjusted to an appropriate level (to reflect the actual contribution of the student), including an award of zero. Should this lead to failure of the module, a further attempt at passing the module shall be permitted, with the overall module mark awarded capped at the pass mark. Any such further attempt shall be taken:

(i) at the next available opportunity; or

(ii) at a time specified by the Committee;

(where the offence occurs in a supplementary exam the mark from the original assessment shall not stand); or

(~~c~~d) the mark obtained in the examination or the assessment may be downwardly adjusted to an appropriate level (to reflect the actual contribution of the student), including an award of zero. Should this lead to failure of the module, no further attempts at passing the module shall be permitted (where the offence occurs in a supplementary exam the mark from the original assessment shall not stand); or

(~~d~~e) the mark obtained in the module to be set at zero with no opportunity of re-assessment permitted (where the offence occurs in a supplementary exam the mark from the original assessment shall not stand); or

(~~e~~f) suspension of the student from membership of and/or attendance at the University for a specified period not exceeding one year; or

(~~f~~g) withdrawal of the student from the Programme (option available to College Fitness to Practise Committee only); or

(~~g~~h) withdrawal of the student from the University; or

(~~h~~i) the degree classification which would have been awarded revised to a level (which may include a fail categorisation or award of a lower alternative qualification) determined by the Committee; or

(~~i~~j) the award of a Postgraduate Certificate, Postgraduate Diploma or Taught Postgraduate Degree be limited to Pass or Merit only where a Merit or Distinction may have been awarded.

6.2 In addition to any of the above, the Committee may:

6.2 .1 Accept an undertaking from the student as to his/her behaviour or to engage with appropriate student support and/or remedial tuition. The Committee should specify any consequences of failure to comply with any such undertaking.

6.3 **Postgraduate Research Students**: For students on **research-based programmes** of study, the following additional penalties are available:

(a) For research assessments that do not carry a numerical mark the outcome will be considered a fail or non-submission.

(b) For research assessments that do not carry a numerical mark a further opportunity to resubmit the assessment at a date specified by the committee will be given.

(c) In a case of plagiarism i~~s~~n a research student's upgrade submission a student may be prevented from upgrading and will remain on the original programme.

(~~a~~d) the student may submit/resubmit his/her dissertation/thesis for the original qualification with the offending sections/data removed, the length of time given for resubmission (maximum allowable 12 months) and the extent to which additional work may be carried out on the thesis to be determined by the Misconduct Committee. The Committee may decide that no additional work may be carried out;

(~~b~~e) the student may be required to remove the offending sections/data from his/her dissertation/thesis, and to submit/resubmit the resulting dissertation/ thesis for a lower award of the University. The award, the length of time given for resubmission (maximum allowable 12 months) and whether any additional work may be carried out on thesis is, to be determined by the Misconduct Committee. The Committee may decide that no additional work may be carried out;

(~~c~~f) The student may be required to withdraw from the University.

6.4 **Closing Considerations:** having made a decision the College Misconduct Committee or the College Fitness to Practise Committee shall decide:

6.4 .1 whether any record of the decision shall be placed in the student's personal file and, if so, whether permanently or for a stated limited tim~~e~~ (for poor academic practice or moderate plagiarism this would not normally be the case); and

6.4 .2 whether any report of the matter should be made to the Head of School of the student concerned; and

6.4 .3 whether any particular reference should be made with regard to the individual's fitness to practise; and

6.4 .4 whether the student is entitled to an academic transcript; and

6.4 .5 whether, and if so in what form, publicity should be given to the decision within the University, in accordance with the Data Protection Act 1998; and

6.4 .6 whether a report should be sent to the employer or professional body, in accordance with the Data Protection Act 1998; and

6.4 .7 whether the University may be required to make a referral to the Independent Safeguarding Authority or any successor organisation (in cases where there is concern that the student's conduct gives rise to concerns about harm or the risk of harm to children or vulnerable adults).

6.5 Where the decision of the Committee is withdrawal from the programme or withdrawal from the University, and the student does not wish to submit an appeal to the Director of Academic Services, the Director of Academic Services shall forward the Committee's decision and the papers considered by the Committee to the University Misconduct and Fitness to Practise Committee for review. The review will be by the Chair and a member from Pool 1 or an external member from Pool 2 as applicable of the University Misconduct and Fitness to Practise Committee, and will establish whether there was an irregularity in the decision-making process which had or might have had a material effect on the outcome. If such an irregularity is apparent, the University Misconduct and Fitness to Practise Committee will consider the matter as an automatic appeal.