

Tariff of Penalties

The Tariff of Penalties is used for academic offences and breaches of the [Fixed-time Assessment Regulations for Candidates](#) to assist in identifying the severity of an offence and the appropriate penalty. An **academic offence** is any action or attempt by a student that may give an unfair advantage e.g. in an assessment which contributes to the mark and/or formal requirements to pass a module. Academic offences include plagiarism, collusion, commissioning work, contract cheating, and deliberate fabrication of data or other research. **Targeted support and guidance to prevent assessment offences is widely available. Students should contact their College for further information.**

The following table indicating severity of common offences is used:

The Tariff gives the penalties that should be applied in the majority of cases. Where the circumstances are atypical, variations to the Tariff may be made to secure fairness, in line with the advice from the Office of the Independent Adjudicator that higher education institutions should balance consistency of penalties with fairness in individual cases. Members of staff dealing with atypical cases have discretion (within the limits of the penalties allowed under this Tariff) to impose lower or higher penalties if the circumstances justify them.	
Example offence	Likely severity level
Direct inclusion of unacknowledged material of lesser quantity and/or importance e.g. inclusion of a small amount of material which is of subsidiary importance to the main argument or theme of the work	1 or 2
Collusion within fixed-window or coursework assessments, depending on extent and nature	1, 2, or 3
Direct inclusion of unacknowledged material of greater quantity and/or importance e.g. inclusion of a larger amount of material which is of primary importance to the main argument or theme of the work	3
Malpractice in fixed-time assessments, including collusion in online fixed-time assessments, depending on extent and nature	1, 2, 3, or 4
Fabrication of data or other research at any level of study	3 or 4
Submission of work which has been commissioned or contracted from a third party	4
Repeat offender. A repeat academic offence is a third academic offence of level 1 or above of any type (plagiarism, misconduct in assessments etc.) which follows two prior academic offence of level 1 or above of any type. Any repeat offence should be classified as severity level 4 and referred to the Disciplinary Board . It is unlikely that mitigating circumstances will alter severity in such cases.	4

Information on the application of penalties according to severity is given below. For programmes covered by the [Fitness to Practise Regulations](#), offences of severity level 1 and above will be referred to the relevant Fitness to Practise Officer.

Severity	Penalty
0	No penalty to awarded mark. A warning will be given. A Level 0 penalty can only be arrived at through mitigation.
1	Up to 25% penalty to awarded mark obtained for the element of assessment.* For Pass/Fail assessments where no final mark is awarded, there will be no penalty to assessment result, but the offence will be added to the student's academic record.
2	Up to 50% penalty to awarded mark obtained for the element of assessment.* For Pass/Fail assessments where no final mark is awarded, the element of assessment will be awarded a fail mark and a resit opportunity granted if applicable.
3	Award 0% for the element of assessment*

4	Offences of severity level 4 should be referred to the University Disciplinary Board which will determine the penalty, with the additional penalties listed in Regulations D1.4 and D1.6 of the Regulations on Student Discipline becoming available. In addition to the penalties available within this Tariff of Penalties (Regulation D1.5), penalty D1.4(f), and D1.4(g), (j) and (k) in the most serious cases, are the most appropriate penalties for academic offences. Normally at least a reprimand (formal warning) will be given.
Second offences	A second offence is one that occurs in an assessment submitted after the penalty for a preceding offence has been notified to the student. Second offences, where denied, will be automatically referred to the Disciplinary Board. In cases where an offence has been admitted, the Academic Offences Officer has the discretion to apply an appropriate penalty from the tariff in line with the offence committed, and taking into account any mitigation. The Academic Offences Officer may still refer an admitted second offence to the University Disciplinary Board if deemed appropriate; this is likely to be the appropriate course of action in the event a student resubmits an assessment with any material identified via a previous academic offences case as plagiarised or obtained through collusion. The Academic Offences Officer will not be the same Officer that considered the first offence, but will be made aware of the details of the previous case.
Repeat offences	A repeat offence is one that occurs in an assessment submitted after the penalty for two preceding offences have been notified to the student.
Parallel offences	Incidents which occur before the student has been notified of a penalty e.g. misconduct in more than one fixed-time assessment in the same assessment period, are not second or repeat offences for the purpose of this Tariff.
Offences at PhD & Professional Doctorate Level	Academic malpractice at this level of study is a serious offence and should always be referred to the University Disciplinary Board.
Application of the Tariff of Penalties	The Tariff of Penalties applies to academic offences only. Disciplinary offences are treated separately.
Mitigating Circumstances	If the student has demonstrated that there are compelling mitigating circumstances that relate specifically to the offence under consideration, the severity of the penalty should normally be decreased by 1 e.g. a penalty of Severity 2 would decrease to a Penalty of Severity level 1.

* *The result imposed may be considered for condonement by the Examination Board in the normal way.*

Student record and references

A record of all informal warnings shall be kept in Colleges. A record of formal admissions and findings of guilt, together with penalties, imposed by Academic Offences Officers or the Disciplinary Board, shall be held centrally. The University will inform outside bodies such as accrediting bodies or partner institutions, where relevant.

Staff are asked to mention academic offences of severity level 4 in student references. Staff may refer to level 1, 2 and 3 offences in references if appropriate, although level 1 and 2 offences would not normally be included. Informal warnings will not be included in references. For University policy on references please see the [University intranet](#).