

8.3

GUIDELINES ON PENALTIES FOR

ACADEMIC MISCONDUCT

# Key Details

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| **POLICY TITLE** | Guidelines on Penalties for Academic Misconduct |
| **DATE APPROVED** | 12 Aug 2008 |
| **APPROVING BODY** | Academic Board via AQSC |
| **VERSION** | 2 |
| **PREVIOUS REVIEW DATES** |  |
| **NEXT REVIEW DATE** |  |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_08 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspx) |
| **IMPLEMENTATION DATE** | 12 Aug 2008 |
| **POLICY OWNER (JOB TITLE)** | Director of Registry Services |
| **UNIT / SERVICE** | Registry Services |
| **CONTACT EMAIL** | regulations@cardiffmet.ac.uk |

# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 2 | June 2023 | Updates to terminology to align with current practice within the university.Creation of a table of penalties to make it easier and more transparent for staff and students to understand |

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| School level Warning | The student may be offered a school level warning if all the following factors apply:* It is a first offence;
* The offence has occurred within the first term of the student’s time at the university (regardless of level).
* There are indications that the offence has occurred because of poor academic practice rather than a deliberate attempt to gain unfair advantage.
* The assessment is worth 20 credits or fewer.

         The school level warning cannot be varied and shall always comprise: * A verbal warning issued by the Programme Director.
* A written warning sent out by Registry.
* A note placed on the student’s profile (this will not appear on a student’s transcript or HEAR).
* Required to take the compulsory AUP and study skills module.

Please note that the mark for the assessment will not be affected by the warning and will be left to academic judgement. |
| Fixed Penalty  | The student may be offered a Fixed Penalty if any of the following factors apply:* It is a first offence (not including the school level penalty).
* Evidence of academic misconduct - any level.
* Academic misconduct in closed book Examination conditions.
* Inappropriate use of Artificial Intelligence software when completing assessments (assignment briefs will identify where use of artificial intelligence may be appropriate; in all other cases it is not).
* Submitting another student’s work as their own.

The Fixed Penalty cannot be varied and shall always comprise:* Formal reprimand.
* Cancellation of mark for the assignment in question.
* Opportunity to resubmit on a new topic where appropriate (this will be decided by the school) with the module capped at the minimum pass mark.
* Required to take compulsory AUP and study skills module.

When issued with a Fixed Penalty the student will be offered the option of either accepting the allegation or having the matter heard by a committee. This option can only be offered to students who have further attempts available. Students who do not have any further attempts will be automatically taken to committee. |
| Second level Fixed penalty  | The student may be offered a Second Level Fixed Penalty if any of the following factors apply:* It is a second offence
* Intent to deceive Turnitin software e.g., insertion of characters/ text boxes.
* Use of services such as essay banks and/or any other agencies or commissioned academic work (either paid or unpaid).
* Inappropriate use of Artificial Intelligence software when completing assessments (assignment briefs will identify where use of artificial intelligence may be appropriate; in all other cases it is not).
* Obtaining access to an unseen examination or test prior to the start of an exam.
* Fabrication of data.
* Submitting another student’s work as their own.

The Second Level Fixed Penalty cannot be varied and shall always comprise:* Formal reprimand.
* Cancellation of all current and historic marks for the module in question.
* Opportunity to retake the module on payment of the module fee, and full attendance at lectures and seminars.
* The module mark will be capped at the minimum pass mark and all assessments must be completed on a new topic where appropriate.
* Required to take compulsory AUP and study skills module.

When issued with a Second Level Fixed Penalty the student will be offered the option of either accepting the allegation or having the matter heard by a committee. This option can only be offered to students who have further attempts available. Students who do not have any further attempts will be automatically taken to committee. |
| Committee | The student may be offered a committee if any of the following factors apply:* It is a third offence.
* Use of services of essay banks and/or any other agencies or commissioned academic work (either paid or unpaid).
* Inappropriate use of Artificial Intelligence software when completing assessments (assignment briefs will identify where use of artificial intelligence may be appropriate; in all other cases it is not).
* Impersonation of an examination candidate or allowing oneself to be impersonated.
* Submitting another student’s work as their own.
* Falsified evidence of mitigating circumstances presented to the university, which in any way misleads an Examination Board.

The student may be issued any of the following penalties by a formal Committee:* Formal reprimand.
* Cancellation of mark for the assignment in question.
* Opportunity to resubmit on a new topic where appropriate, with the module capped at the minimum pass mark.
* Required to take compulsory AUP and study skills module.
* Cancellation of all current and historic marks for the module in question.
* Opportunity to retake the module on payment of the module fee, and full attendance at lectures and seminars.
* The cancellation of the student’s marks in all of the modules for the year or level in question or the equivalent for a part-time candidate, with a decision as to whether or not a re-assessment should be permitted, either with eligibility for the bare pass mark only or for the full range of marks.
* The exclusion of the student from any future studies or assessment at Cardiff Metropolitan University.
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| Research penalties | These penalties are for Research level students who have submitted their final thesis ready for viva. They will always be considered at a committee and may be issued any of the following penalties:* Formal reprimand.
* The stipulation of a period of time within which the student may resubmit the thesis (usually from six months and up to twelve months after the date of the committee outcome).
* Exclusion from the Research Degree programme and any future assessment at Cardiff Metropolitan University (this would usually, but not always, be for a significant or repeat offence).
* Where resubmission is permissible, this will constitute a Bi Major Revision and it will be confirmed that the student has lost one of their three available submission attempts. Subsequent examination outcomes available to the student would be Aiii and above (see Postgraduate Research Degree regulations for further details).
* Where a student of a research degree which includes credit-bearing modules (e.g. Taught Doctorate) is not permitted to resubmit a thesis, either due to exclusion or being out of attempts, any taught credits previously achieved will be confirmed at the subsequent relevant Exam Board or Research Degree Group meeting and any available exit award issued.
* In cases where an allegation of significant academic misconduct has been substantiated and the student is actively practising in a profession governed by a Professional, Statutory or Regulatory body (PSRB), the University reserves the right to notify the relevant professional body of the academic misconduct. This would only occur in exceptional circumstances where the Committee has concerns about the student’s misconduct potentially impacting their professional integrity or fitness to practise that profession.
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