

## Appendix 2: Penalties

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1. In all cases **considered proven**, the Board of Inquiry:
  - will issue a formal written reprimand to the student, and
  - will record the case in the student's file, and
  - will apply one or more of the following penalties.
  
2. Noting that:
  - a more severe penalty may be applied for a second or subsequent offence;
  - a more serious penalty may be applied for a student the further the student has progressed through their studies
  - a group 3 offence may occasionally draw on a Group 2 penalty in appropriate cases
  - penalty "P": Boards of Inquiry dealing with proven cases involving students on postgraduate taught programmes should include in their considerations whether such students should be entitled to receive an award with a grade of merit or distinction, should their overall results in due course indicate such an outcome.

**Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.**

Type	Penalty	Group 1 Offences Type	Group 2 Offences Type	Group 3 Offences Type	
A	Require the student immediately to undertake or retake and successfully complete the mandatory skills training and test or any other form of training and test of understanding that the Head of Department may determine as more appropriate in the circumstances.	A	A		
B	Issue a strong verbal warning to the student, and place a note of the warning on the student's file.	B	B		
C	Require the student to resubmit the affected item of work as if at a first attempt.	C	C		
D	Reduce the mark for the affected item of work according to the seriousness of the offence.		D		
H	Assign the minimum pass mark for the unit.		H		
K	Where the offence is committed in the first assessment attempt cap the mark between 0% and 34% and require the student to retrieve failure at supplementary assessment if permitted by the Programme Regulations.			K	
L	Assign a mark of zero or 'fail' grade with no credit for the unit or units, the Board of Inquiry acknowledging that retrieval may require retaking the units or year according to the assessment regulations pertaining to the particular programme of study.			L	
M	In relation to an undergraduate final award, downgrade the degree classification of an undergraduate award, where available.			M	
N	In relation to an undergraduate final award, award an unclassified honours degree, an ordinary degree (where permitted by the programme regulations) or a lower award (DiplHE or CertHE).			N	
P	In relation to a taught postgraduate final award, downgrade the level (e.g. from MSc to PGDip or PGCert), or the grade (e.g. from a Distinction to Merit or Pass).			P	
Q	Terminate the programme with no award			Q	
X	Refer the case for consideration under the Disciplinary procedures as set out in University Regulations 7 & 8, in particular in a case where the appropriate penalty may be severe. The Hearing may include a recommendation of a specific penalty. <u>OR, in relevant cases,</u> refer the case for a hearing by the Fitness to Practise Panel			X	

## Notes:

- 'Fail' grades apply in the case of assessments where only a 'pass' or 'fail' grade is given.
- Normal mark scheme rules apply: e.g. UG students retain original failing mark after successful reassessment; postgraduate students achieve a maximum of 40% after successful reassessment.
- The consequences of penalties will vary depending on the level of programme, the year of study, whether the affected item of work is the only assessment for a unit, and the status of the unit within the programme.
- It is important that in determining the penalty/ies to be applied the Department/Board is mindful of the potential impact of the penalty on the programme level progression and/or outcome.
- Penalties M, N and P may be applied only in the final year of the student's programme of study.
- Where penalty C is combined with penalty D, the student must be informed of the reduction in marks to be applied before the item of work is undertaken.
- Penalty X may be applied in addition to another penalty.