

Appendix 2: Penalties

When determining the appropriate penalty(s):

- The severity of the offence should determine the penalty. Consequences of the penalties will then vary depending on the level of programme, the year of study, the weight of assessment and the status of the unit (and any applicable condonement).
- Consideration should start with the affected item of assessment and then proceed to unit and award level, dependent on severity.
- All penalties work within the normal mark schemes and assessment regulations, except where superseded by a Group 3 penalty.

Penalty	Description	When it can be applied		
		Group 1 Offence	Group 2 Offence	Group 3 Offence
Penalties at assessment item level				
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	A
C	Require the student to resubmit the affected item of assessment as if first attempt. <i>Where this penalty 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</i>	C	C	
D	Reduce the mark for the affected item of assessment according to the seriousness of the offence.	D	D	
Penalties at unit level				
Note: this should be applied in addition to an assessment level penalty				
H	Assign the minimum pass mark for the unit		H	
L	Assign the unit with a mark of zero, a mark below the pass mark, or a grade of fail (pass/fail units only)			L
Penalties at award level				
M	Downgrade the degree classification of the award, where the award is classified			M
N	Downgrade to a lesser award than the intended award			N
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 (the outcome of the Board of Inquiry hearing may include a recommendation of a specific penalty). OR , In relevant cases, refer the case for a hearing by the Fitness to Practise Panel <i>Fitness to Practise applicable to students whose qualification will lead directly into professional practice</i>			X