Northumbria University
NEWCASTLE

Academic Misconduct Policy (Covering Cheating, Plagiarism and other forms of Academic Misconduct)			**Ref: PL.005-V008**
Brief Description and Purpose	Every student of the University is expected to act with integrity in relation to the production and representation of original academic work. Academic integrity is central to university life and requires that students are honest and responsible in acknowledging the contributions of others in their work.		
Applicable to: (List cohorts)	**Staff:** All Staff	**Students:** All Students	**Third Parties:** All who are in a formal relationship with the University
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1 Academic Integrity

Every student of the University is expected to act with integrity in relation to the production and representation of original academic work. Academic integrity is central to university life and requires that students are honest and responsible in acknowledging the contributions of others in their work.

In all assessed work students should take care to ensure that the work presented is their own and that it fully acknowledges the work and opinions of others. Students should also ensure that they do not undertake any form of cheating or gain unfair advantage in any other way.

To assure the University that the work is their own and that the work and opinions of others have been acknowledged, students must take care to follow the appropriate standards for academic practice in their subject. This includes:

Providing full citation of all sources (books, articles, web sites, newspapers, images, artefacts, data sources, programme code etc.) which have been drawn on in the preparation of an assignment. Normally this will be done in a bibliography included in the assignment.

Properly referencing the sources of the arguments and ideas in an assignment using a recognised referencing system (as specified in programme and module guidelines). It is not only quotations that must be referenced but also paraphrasing of the arguments of others and the use of their ideas, even if explained in the student's own words.

Using mechanisms provided by the University for checking their own work, including Turnitin text matching software, Cite Them Right and the support and advice from the University Library.

Following other guidelines for preparing and presenting coursework as defined in the relevant programme handbooks, assignment briefs and criteria.

Completing the AI declaration section of the assignment coversheet, where applicable, honestly and accurately, setting out whether and how AI tools have been used in preparing the assessment.

Proof-reading which entails the identification of grammatical, spelling or punctuation mistakes in text. The use of proof-reading or translation services, including AI-powered proof-reading, editing or writing assistant tools (such as Grammarly, ChatGPT, Claude or similar) may constitute academic misconduct if the service or tool includes any editorial activity that goes beyond this, such as re-writing or re-wording the student's original work.

The use of translation tools in assessed work can also affect the results produced by the University's academic integrity detection software and may result in work being flagged for potential academic misconduct. Students should familiarise themselves with what constitutes acceptable and unacceptable use of translation tools before submitting any assessment.

Full guidance on the above is available via the student facing guidance articles on the Student Portal.

Application to partnership provision

This Policy applies to all taught provision leading to university credit or award, including courses delivered under collaborative, partnership or relevant subcontractual arrangements where students are registered with the University. For such provision, students remain subject to the University's Academic Misconduct Policy, and the University retains authority for determining whether academic misconduct has occurred and for confirming penalties through its approved processes.

2 Principles underlying these regulations

The work submitted by a student for assessment must have been undertaken by the student.

It is acknowledged that minor, isolated, occasional, inaccurate and incomplete referencing, poor wording, style and presentation may give the impression of academic misconduct, but it is not the intention that these regulations to be used for such minor infringements.

Academic misconduct also includes the attempt to breach any of these regulations so that, for example, a student who attempts to communicate with an unauthorised person during an examination could be in breach of the regulations even if they were not successful in communicating.

The determination of whether cheating, plagiarism, inappropriate use of AI or other forms of academic misconduct have occurred is not a matter for the University Assessment Board (UAB).

The facts must be established before a UAB can consider the effect of the suspected incident on a student's performance.

A suspected case of cheating, plagiarism or other academic misconduct is not the same as proof that it happened.

Suspected academic misconduct will be investigated with full regard to principles of equity and fairness.

It is up to the person who reported the suspected academic misconduct to show that academic misconduct is more likely than not to have happened. This is called the 'balance of probabilities'. In most cases, members of staff will identify potential instances of academic misconduct. However, students may also report concerns about suspected academic misconduct by another student; guidance on how to do this, including how to do so confidentially, is available on the Student Portal and through the Student's Union.

Once the facts have been established, the UAB will determine the appropriate penalty by applying the guidelines set out in Table 1, having regard to the stage and level of the misconduct and any approved Personal Extenuating Circumstances (PECs). The UAB does not have discretion to depart from Table 1 other than expressly provided for within it.

To properly and transparently investigate suspicions of academic misconduct, all relevant information will be provided to both the student suspected of academic misconduct and those investigating the case. This may include work submitted by other students (who will be informed that their work is the subject of an academic misconduct investigation and may be shared with other students). Such materials, and any other information, will only be shared as deemed necessary by the investigators.

3 Definitions and examples

There are different forms of "academic misconduct", all of which may be the subject of the procedures described below (Section 4). The following are some examples of academic misconduct but do not constitute an exhaustive list. Guidance on what constitutes acceptable and unacceptable academic practice, including the use of Artificial Intelligence (AI), is available via the student facing guidance articles on the Student Portal.

Cheating

3.1.1 Communicating with or copying from any other student during examination except in so far as the examination regulations may specifically permit this, e.g. group assessments.

3.1.2 Communicating during an examination with any person other than a properly authorised invigilator or another authorised member of staff.

3.1.3 Introducing any written or printed materials into the examination room unless expressly permitted by the examination or programme regulations.

3.1.4 Introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations.

3.1.5 Gaining access to any unauthorised material relating to an assessment.

3.1.6 Bringing into, or having possession during, an examination any device designed or adapted to covertly communicate, record, or access information; including but not limited to smart glasses, earpieces, hidden or button cameras, and smartwatches unless expressly permitted by the examination or programme regulations.

Plagiarism

The unacknowledged incorporation in a student's work of material derived from the work (published or unpublished) of another. Some examples of plagiarism are:

3.2.1 Subject to clause 2, the inclusion in a student's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources.

3.2.2 The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.

3.2.3 The use of the ideas of another person without acknowledgement of the source.

3.2.4 The unacknowledged use of images (digital or otherwise) music, patents or other creative material either in the entirety or in the creation of derivative work.

3.2.5 Copying the work of another student, with or without their knowledge or agreement. See also Collusion from 3.3.1.

3.2.6 The unacknowledged re-submission of work the student had previously submitted to gain credit at this University or elsewhere.

Collusion

Collusion is defined as: when a student works with others on an assessment, which is then submitted as though it was solely that individual student's own work. In situations where students are required to work with others on an assessment, this will be clearly stated in the assessment guidelines and constitutes approved collaboration. Unless otherwise stated, work should be undertaken by one individual and collaboration is not permitted. A student who works with others to produce work that is then submitted as their own unaided work may be found to have colluded.

Collusion exists where a student:

3.3.1 Submits as their own, work done in collaboration with another person.

3.3.2 Collaborates with another student in the completion of work which is submitted as that other student's own unaided work.

3.3.3 Enables another student to copy all or part of their own work and to submit it as that student's own unaided work.

Falsification

Examples of falsification include:

3.4.1 The falsification of data. The presentation of data in laboratory reports, projects or other forms of assessment based on experimental or other work falsely purported to have been carried out by the student or obtained by unfair means.

3.4.2 The falsification of references, including the invention of references and/or false claims.

3.4.3 The falsification of any information with a view to gaining unfair academic advantage.

Personation

"Personation" is the legal term for what is usually referred to by the layperson as "impersonation". Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

3.5.1 One person assumes the identity of a student, with the intention of gaining unfair advantage for that student.

3.5.2 The student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for themself.

Ghosting including Contract Cheating

Ghosting exists where:

3.6.1 A student submits as their own, work which has been produced in whole or part by another person on their behalf, e.g. the use of a 'ghost writing' service, or similar. This is also often referred to as 'contract cheating' and covers the purchase of services from online essay writing sites and similar arrangements with a third party.

3.6.2 A student will also be considered to have engaged in academic misconduct if they deliberately make available or seek to make available material to another student (of this University or elsewhere) whether in exchange for financial gain or otherwise, with

the intention that the material is to be used by the other student for the purposes of academic misconduct.

Use of Artificial Intelligence (AI) Systems

The inappropriate use of artificial intelligence (AI) constitutes academic misconduct where:

3.7.1 A student submits as their own, work which has been produced in whole or part by an AI system, including Generative AI (GenAI) tools (such as ChatGPT, Claude or similar), without this being authorised or acknowledged use in line with assessment guidance.

Other academic misconduct

3.8.1 Any other form of academic misconduct not identified in the above examples.

Reporting a concern about suspected academic misconduct by another student

3.9.1 If a student believes another student may have carried out academic misconduct, they can report this. Guidance on how to report a concern, including how to do this confidentially, is available on the Student Portal and through the Students' Union.

4 Procedures for taught programmes

This section explains what happens if academic misconduct is suspected. The process is applied the same way for every student. It is also designed to support students. At every stage a student can ask for help, bring a Friend to meetings, ask for reasonable adjustments in order to take part in the Stage 1 or 2 meetings, including additional time, and get support from the Students' Union or from Student Wellbeing and Support Services.

The University will carry out each stage of this process as quickly as it reasonably can. This is especially important for international students, as delays can affect visa status. If a student is concerned about how a delay might affect their visa, they should notify their Programme Leader as early as possible so that it can be taken into account.

Guidance written for students is available on the Student Portal, including what to expect at each stage and where to get support.

Stage 1: Procedure for in-course assessment

4.1.1 When academic misconduct is suspected, the member/s of academic staff concerned should first discuss the matter in a meeting with the student(s) concerned and the Programme Leader for the student's programme (or other appropriate member of staff nominated by the Programme Leader) and give the student the opportunity to present their case. This process may also include conduct of a viva, with review and discussion of working papers, to establish a student's understanding of the work submitted.

4.1.2 The student(s) should be given written notification of the time and place of the meeting, provided with details of the suspected academic misconduct and informed that they may be accompanied by a Friend[1] during the meeting. The purpose of the meeting is to understand what has happened and to give the student a fair chance to explain.

4.1.3 Where a student is studying on a course delivered under a collaborative, partnership or relevant subcontractual arrangement, the Stage 1 meeting may be organised and conducted by the partner institution in accordance with this Policy and associated University guidance, acting under the authority of the University. The partner institution must use the University's approved documentation and report the outcome, evidence and records, to the relevant Academic Support Team within the timescales set by this Policy. A case may only be resolved at Stage 1 where the student admits the misconduct and signs the required declaration or, if it is established that there is no case to answer. If the suspected academic misconduct is not admitted, or the matter is otherwise unresolved, the case will proceed to Stage 2 in accordance with section 4.3.1 onwards.

4.1.4 The meeting will normally be conducted online. However, where either the student or teaching team requests an in-person meeting, it should be held on site wherever practicable.

4.1.5 In the event that a student does not attend or respond to a Stage 1 meeting, after a reasonable attempt (normally 2 attempts) to re-arrange the meeting, the case may proceed to a Stage 2 Academic Misconduct Panel.

[1] 'Friend' is as defined in the Handbook of Student Regulations, available here

4.1.6 Students may submit a written statement to be regarded as their response to the Stage 1 meeting. If the written response contains an admission of accepting academic misconduct has occurred, the case may be resolved without the need for a meeting.

4.1.7 If the conclusion of the Stage 1 meeting is that academic misconduct has not occurred, this will be reported to the relevant Academic Support Team using the Academic Misconduct Report Form and no further action will be taken. No report will be submitted to the UAB.

4.1.8 If the student admits to the academic misconduct, this should be indicated on the Academic Misconduct Report form and confirmed by the student's signature, where possible. Details of the suspected academic misconduct should be recorded on the form. Member/s of academic staff concerned should report the matter and the outcome to the relevant Academic Support Team normally within five working days. The Academic Support Team is responsible for ensuring that the matter is discussed with colleagues prior to the UAB. The UAB will take this into account when considering the mark to be awarded and the action to be taken, in accordance with 'Action by University Assessment Boards' from 4.4.1 onwards below.

4.1.9 The student should also be given the opportunity at the Stage 1 meeting to declare academic misconduct in other work that they have submitted. The report to the Academic Support Team should contain detail of any other academic misconduct declared and also a statement from the first marker for the module on whether or not there is evidence of the learning outcomes for the assessment having been met by the student(s) involved, despite the misconduct.

4.1.10 One instance of Academic Misconduct may include more than one assessment from a similar period. Subsequent instances of Academic Misconduct are defined as upheld cases of Academic Misconduct that occur after a previous instance of upheld Academic Misconduct has been resolved, which may be one or more assignments considered together. Upheld cases will be carried forward and count towards subsequent instances for as long as a student remains on the same programme.

4.1.11 In the exceptional circumstances where a student judges that there had been a procedural error in stages 4.1.1 to 4.1.10, which resulted in them erroneously admitting to academic misconduct, they should immediately inform the Programme Leader that they now wish to withdraw their admission and contest the suspected academic misconduct. Any such change of admission must be conveyed in writing to the Programme Leader within five working days of receiving the decision of the Stage 1 meeting. The Programme Leader will advise the Academic Support Team, and an investigation will be carried out by an Academic Misconduct Panel, according to section 4.3.1 onwards below.

4.1.12 If the Stage 1 meeting does not resolve the matter, the member/s of staff concerned will then, within five working days or as soon as reasonably practicable, report the matter in writing to the Academic Support Team owning the module. The report should contain full details about the circumstances surrounding the suspected academic misconduct including, if appropriate, photographs of images or artefacts or photocopies of the student's work together with reports from plagiarism/AI detection software where used. The Academic Support Team will notify the student that a report has been made and that a Stage 2 investigation will be undertaken in accordance with section 4.3.1 onwards below. The Academic Support Team will initiate this process. If a student does not attend the panel meeting without a good reason, the Panel can still continue and make a decision without them based on the available information.

4.1.13 A suspected case of academic misconduct may be raised after the work has been marked and returned to the student (see 4.4.9).

4.1.14 For provision delivered under relevant partnership or subcontractual arrangements, the University shall have access to such submissions, evidence, student correspondence, reports, data and records as are necessary to investigate any suspected academic misconduct, assure procedural compliance, monitor trends and discharge its regulatory responsibilities. Partners must retain and provide such information in accordance with University requirements and contractual arrangements.

4.1.15 If a student believes academic misconduct to be taking place in any form of in-course assessment, it is their responsibility to bring this to the attention of the relevant Programme Leader.

Initial procedure for examinations

4.2.1 Where academic misconduct is suspected in an examination, the Invigilator concerned will inform the coordinating Invigilator, and in the presence of that colleague, inform the student of their suspicions and clearly annotate the student's script. The student will also be advised by the Invigilators that a full report will be submitted following the examination.

4.2.2 The Invigilators will seek to confiscate any relevant evidence (for example, any unauthorised material or equipment) and allow the student to continue with the examination. However, if the student persists with the irregularity they will be expelled from the room. The student will also be expelled from the room if they refuse to submit any suspected material to the Invigilators.

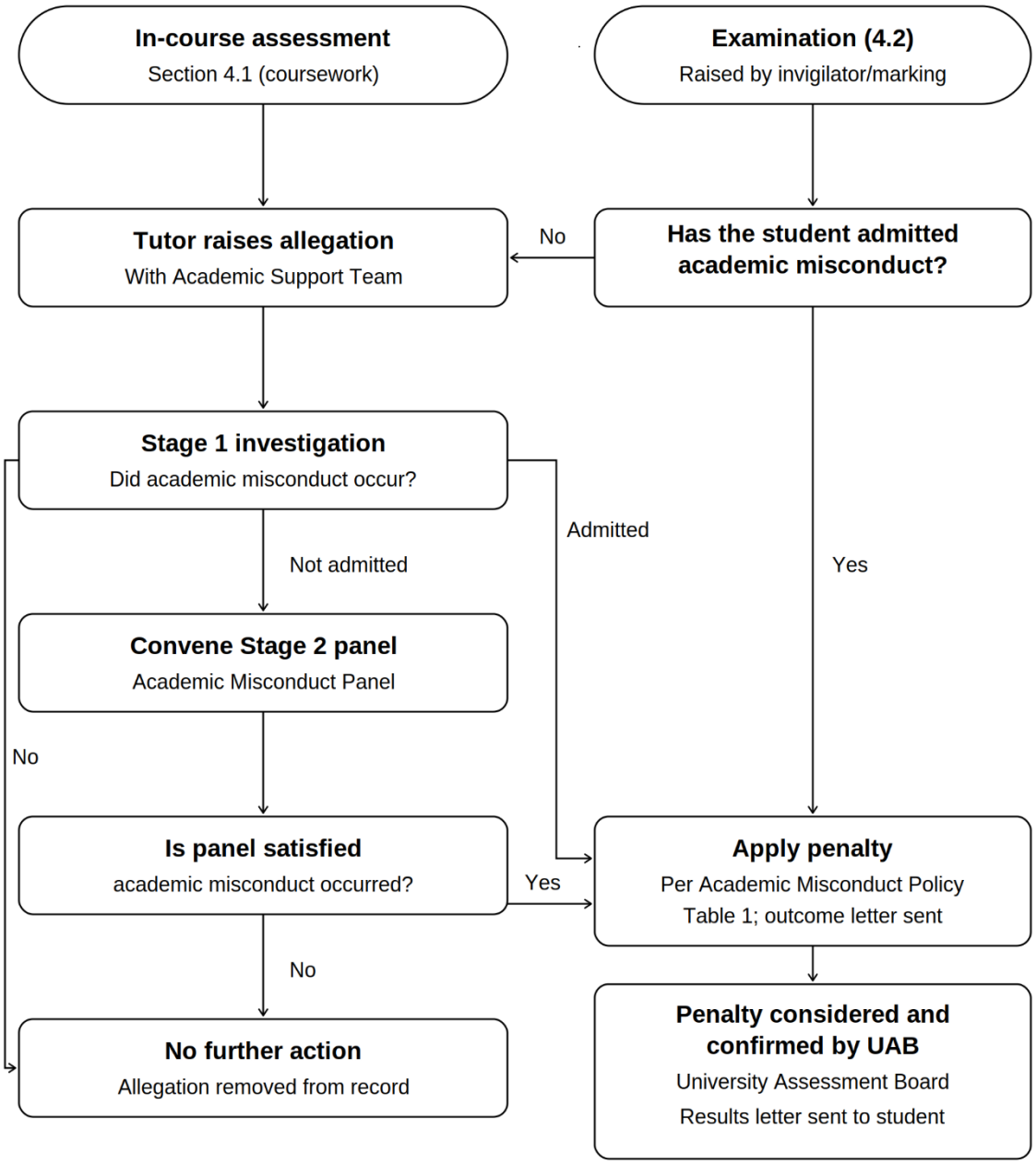
4.2.3 Immediately following the examination, the Invigilator, together with the coordinating Invigilator, will submit a full report of the matter using the Academic Misconduct Report Form. If academic misconduct is admitted, this should be indicated on the form and confirmed by the student's signature where possible. This form will be returned to the Examinations Team along with the scripts and other examination stationery. The Examinations Team will then ensure that the report is immediately sent to the Module Tutor for the module in question and the Academic Support Team of the Faculty owning the module. The Invigilator's report should be accompanied by any relevant evidence.

4.2.4 If the student(s) concerned has admitted to the academic misconduct at the point of being challenged by the Invigilators, then the Academic Support Team is responsible for ensuring that the matter is reported to the next scheduled meeting of the UAB. The UAB will take this into account when considering the mark to be awarded and action to be taken, in accordance with section 4.4.1 onwards below. The Academic Support Team will also ensure that the UAB is informed of any other cases of academic misconduct on the student's record.

4.2.5 If the student disputes the suspected academic misconduct, then it is the responsibility of the Module Tutor to convene a Stage 1 meeting and follow the procedures as specified in 4.1.1 onwards above. If this does not resolve the issue, then the procedures for initiating a Stage 2 investigation specified in section 4.3.1 onwards will be followed.

4.2.6 If a student believes academic misconduct to be taking place during an examination, it is their responsibility to bring this to the attention of the Invigilator. However, no further action can be taken unless the suspected academic misconduct is subsequently verified by the Invigilator.

4.2.7 Where suspected academic misconduct is identified after an examination has taken place, the procedure set out in section 4.4.1 onwards and, if necessary, section 4.3.1 onwards will be followed.



Stage 2: Academic Misconduct

4.3.1 Where academic misconduct is suspected under section 4.1.1 onwards or 4.2.1 onwards, and the matter is not admitted or resolved at Stage 1, an Academic Misconduct Panel will investigate as soon as reasonably practicable. The Panel will be convened comprising:

i. The Head of Subject (or an agreed delegate) for the School or Subject which owns the module on which the academic misconduct is suspected to have taken place will act as Chair.

ii. Two other academic colleagues or professional support staff who have had no previous involvement with the student, ideally from a Faculty other than that owning the module or from a University Service, and as a minimum, from a different subject area.

A staff member from the Academic Support Team (grades 5-7) owning the module will act as Secretary and Convenor of the Panel.

If the academic misconduct in question involves more than one student, then the same Panel membership will consider each case.

4.3.2 Where there are also matters of professional suitability to be considered, it may be considered appropriate to combine the roles of the Academic Misconduct Panel and the Professional Suitability Board, to include representation from the relevant professional body as specified in the Handbook of Student Regulations here.

4.3.3 The Academic Misconduct Panel Secretary will notify the Panel members and the student(s) concerned of the date, time and place of the meeting, normally giving at least five working days' notice. Notification should take place within five working days of receipt of the report, or as soon as reasonably practicable. If suspected academic misconduct comes to light during a set of examinations, and the student(s) still has some examinations to sit, this timescale shall be extended to five working days after the end of that particular set of examinations.

4.3.4 The meeting will normally be conducted online. However, where either the student or teaching team requests an in-person meeting, it should be held on site wherever practicable.

4.3.5 The Secretary will provide the student(s) with full details of the suspected academic misconduct and inform them of their right to appear before the Panel accompanied by a Friend[1] of their choice, and their right to submit a written statement concerning the suspected academic misconduct. If a student does not attend the Panel meeting without a good reason, the Panel can still continue and make a decision without them.

4.3.6 The Panel may call witnesses, as appropriate, to substantiate the suspected academic misconduct, and will not unreasonably refuse permission for the staff or student(s) concerned to call such witnesses as they deem appropriate.

4.3.7 The Panel will interview the student(s), staff, and witnesses as appropriate, consider the student's written statement, and come to a decision on the basis of the student(s)

[1] 'Friend' is as defined in the Handbook of Student Regulations, available here

statement and the supporting evidence. The student(s) will withdraw while the Panel deliberates.

4.3.8 The order of proceedings is as follows:

i. statement of the case against the student(s), production of evidence in support of it and responses of those presenting that case to questions from the panel.

ii. statement of the case for the student(s), production of evidence in support of it and responses by the student(s) to questions from the panel.

iii. reply to the case of the student(s).

iv. reply to the case against the student(s).

4.3.9 Evidence may be received by the Panel by oral statement, written and signed statement, or statutory declaration. The Chair of the Panel shall decide, after taking account of the evidence assembled, whether the evidence from each party can be heard in the other's presence.

4.3.10 Each member of the Panel has equal status and, in the event of a disagreement about the decision, the decision shall be made by a majority of panel members.

4.3.11 If the student(s) has attended, they will be informed of the Panel's decision at the conclusion of the meeting. The Secretary will report the outcome in writing to the student(s) normally within five working days of the Panel's decision.

4.3.12 If the conclusion of the Panel meeting is that academic misconduct has not occurred, this will be recorded on the Academic Misconduct Report Form, and no further action will be taken. No report will be submitted to the UAB.

4.3.13 If the conclusion of the Panel meeting is that academic misconduct has occurred, the student(s) should also be given the opportunity to declare academic misconduct in other work that they have submitted.

4.3.14 The student(s) should be advised that they have the right to appeal against the finding of academic misconduct within ten working days of receiving the decision of the Academic Misconduct Panel.

4.3.15 The report by the Academic Misconduct Panel to the UAB shall include a statement (to be obtained from the Academic Support Team of the student's home Faculty) about any other cases of upheld or admitted academic misconduct in the student's record. The report should also contain a statement from the first marker for the module on whether or not there is evidence of the learning outcomes for the assessment having been met, despite the misconduct.

Action by University Assessment Boards

4.4.1 If an Academic Misconduct Panel is satisfied that there has been academic misconduct, or if the student admits (under sections 4.1.1 to 4.2.7) that academic misconduct has taken place, the UAB will take all the factors reported and evidence submitted into account in its consideration of the student's case and decide on action to be taken appropriate to the gravity of the case. This includes the power to fail the student for all or part of the assessment in respect of which an academic misconduct has been found to have occurred, and to determine whether the student should be permitted to continue on the programme with or without reassessment, as set out in Table 1.

4.4.2 The decision in relation to the results of a module affected by the academic misconduct applying relevant action should be determined prior to the UAB. It is the UABs responsibility to determine whether the student can continue on the programme in the light of the overall performance, and in the light of any recommendations, as set out in Table 1.

4.4.3 Members of the UAB who have been involved with the formal investigation of the academic misconduct may contribute to the discussion of the matter by the UAB, in order to provide contextual information, but may not be involved in the UAB's decision on action to be taken. If the UAB Chair has been involved in the investigation, they should not chair the discussion.

4.4.4 The UAB will have regard to the guidelines in Table 1 in arriving at a decision on what action is appropriate (see 4.4.1).

4.4.5 It should be noted that the penalties detailed in Table 1 are guidelines which are expected to be followed in all cases. The final decision on the penalty rests with the UAB in light of the details of the case.

4.4.6 Where a student has an approved Personal Extenuating Circumstance (PEC) in place at the time of the assessment to which the suspected academic misconduct relates, the UAB may apply a stepped reduction in the applicable penalty in line with Table 1, but the penalty may not be removed entirely. Additional supportive and educational actions will be considered alongside any such reduction.

4.4.7 Where matters of professional suitability have been considered by a joint academic and professional misconduct panel (see 4.3.2), the student may be subject to additional penalties as specified in the Handbook of Student Regulations available here.

4.4.8 If a student is deemed to have failed a module because of academic misconduct, then the UAB cannot compensate the failure.

4.4.9 Where suspected academic misconduct comes to light after UAB has met to consider a student's assessment, the procedure set out above in section 4.1.1 onwards and, if necessary, section 4.3.1 onwards will be followed. UAB consideration will follow as soon as practicable following the receipt by the Academic Support Team of a report from the academic staff concerned or Academic Misconduct Panel. If the outcome of the UAB affects the student's final result, the Academic Registrar will inform the student(s) in writing of the reasons for the varied result and of their right of appeal. Such a reconsideration may take place at any time up to and after an award has been made.

4.4.10 In all cases where academic misconduct has been considered in respect of a student's assessment, a report should be forwarded to the Academic Support Team of the student's home Faculty in writing, normally within five working days of the meeting. Cases of academic misconduct will be recorded on the student record system using agreed codes and the student will be expected to complete additional learning through the appropriate Library services. See Table 1.

4.4.11 In cases arising from partnership or relevant subcontractual provision, penalties and progression outcomes remain subject to the authority of the relevant UAB. The UAB will receive such information as is necessary to confirm the penalty in line with this policy and consider any further penalties or implications for progression and award.

5 Student's right of appeal

5.1.1 The student has a right of appeal against the actual finding of academic misconduct as described in the Academic Misconduct Appeals Policy.

5.1.2 The student has a right of appeal against the decision of the UAB (section 4.4.1 onwards) in accordance with the University's Appeals Procedures; see Handbook of Student Regulations here.

6 Governance, Reporting and Staff Training

6.1 The policy and the way it is applied are reviewed regularly by the Academic Misconduct Working Group, drawing on case data, feedback from students and staff, and sector good practice, so that the policy and associated processes keep improving.

6.1.2 The University will monitor academic misconduct arising in partnership and relevant subcontractual provision through its established quality assurance and partnership monitoring arrangements. This will include periodic review of case numbers, themes, outcomes and any control issues, with reporting through appropriate annual assurance, partnership health check and committee structures in order to identify and address risks to academic standards, students and public funding.

6.1.3 Staff involved in the delivery or oversight of partnership and relevant subcontractual provision must receive appropriate information, guidance and development to ensure the consistent prevention, identification and management of academic misconduct in accordance with this Policy.

Table 1. Penalties to be applied for cases of upheld Academic Misconduct

Stage	**Penalty** ***(for all types of upheld Academic Misconduct)***
First instance at Levels 3 & 4	Recorded on the student record as poor academic practice and written warning issued. Student referred to SkillsPlus resources and 1:1 sessions with Library Staff. Full assessment will be marked, including any element identified as poor academic practice. Referral, compensation and repeat opportunities are subject to the Academic Regulations for Taught Awards (ARTA), section 3.
Subsequent instance at Levels 3 & 4 / **First instance at Level 5 and above**	Recorded on the student record as academic misconduct and a written warning issued. Student referred to SkillsPlus resources and 1:1 sessions with Library Staff. Assessment component marked based on the learning outcomes* (the element identified as academic misconduct is excluded). Referral, compensation and repeat opportunities are subject to the Academic Regulations for Taught Awards (ARTA), section 3.
Further subsequent instance at any level	Recorded on the student record as academic misconduct and a written warning issued. Student referred to SkillsPlus resources and 1:1 sessions with Library Staff. Mark of zero for the assessment component. The assessment will be referred if the candidate is eligible, even if the pass mark for the module overall has been achieved. Referral, compensation and repeat opportunities are subject to the Academic Regulations for Taught Awards (ARTA), section 3.
Final subsequent instance at any level	Recorded on the student record as academic misconduct with written notification of next steps. Mark of zero for the module overall. Referral and compensation are subject to the Academic Regulations for Taught Awards (ARTA), section 3. The student will be withdrawn at this stage and awarded on the basis of any credits already achieved.

** 'Marked based on the learning outcomes' means the section of work found to involve academic misconduct is excluded and given no credit. The remaining work is then marked as normal against the assessment's published marking criteria, based only on what the student has demonstrated to be their own work.*

Version No.	Reviewer	Date	Changes
7.0	Governance and Enhancement Administrator	09/08/2024	Addition of new cover sheet to be in line with current policy guidance
8.0	Academic Board	14/10/2026	This is a substantive revision to the policy following a full review of academic misconduct. The updated policy accounts for changes

			to the penalty framework, Stage 1 and 2 Processes, and other recommendations from Academic Board and integrates the Compassionate Communications commitments and partnership/sub contractual provisions into the policy text.