

## APPENDIX 2: RESPONSIBILITY FOR RESOLVING ACADEMIC OFFENCES BY OCCURRENCE AND LEVEL

### Notes on application

This is an initial guide only and should be referred to when determining responsibility for resolving academic offences by occurrence and level. It provides guidelines only and the severity and nature of the case and any individual exceptional circumstances should be taken into account. For instance, the differential between stages on the programme is suggested, as students further into their programmes or studying at a higher level can be expected to be more familiar with referencing procedures and required academic conduct.

The Academic Offences Chair undertaking a Academic Offence Faculty investigation or the Academic Offences Board/Panel may decide that the evidence demonstrates that the responsibility for dealing with the suspected offence falls under a different category (Academic Offence /Severe Faculty Academic Offence/Major University) than originally determined and will act as appropriate.

Issues related to professional practice should be referred to the Fitness to Practise Panel. This would typically be within the Faculty of Health & Social Sciences (FHSS). However, other Professional Programmes/Bodies may also require referral to this policy and procedure.

In principle, an academic offence may be determined where the matter is related to coursework and not an examination undertaken in an official examination venue. This excludes coursework which constitutes a Dissertation, Final Project of Major Project, where suspected offences will be treated a severe academic offences.

In principle, a severe academic offence may be determined where the matter is related to an examination or when there is failure to acknowledge sources in a significant component of the coursework (31% or more) which cannot be deemed 'poor academic referencing', inclusion of text copied verbatim (or near verbatim) from published sources or other students' work. The nature of the offence and the evidence presented to the Panel/Board make a substantial penalty appropriate.

Coursework relating to Dissertation, final project and major project – please refer to Offence 1 but be aware that the nature of the offence may result in the offence being considered a Major University Offence (e.g. 10/11 Stealing or Essay Banks)

	Offence	Occurrence	Level 4	Level 5	Level 6	Level 7
1	Offence committed in <b>Dissertation, final project, major project</b>	1 <sup>st</sup> Offence	N/A	N/A	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	N/A	N/A	Major University	Major University
<b>Plagiarism</b> See also Offence 22						
2	Plagiarise small amounts of work ( <b>not solely based on plagiarism software</b> ). <i>Where a small proportion of this may be considered as poor academic practice/ poor referencing.</i>	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
3	Plagiarise significant amounts of work (not solely based on plagiarism software)	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
	<b>Self-plagiarism</b>	In instances where an assignment brief or examination question requires the student to use or reflect upon material submitted for a previous assessment on that same programme the student would not be in breach of the academic offence of 'self-plagiarism'. Reassessment students and repeat students who utilise previously submitted/aspects of previously submitted work, which was not awarded credit, in order to rectify failure will not be in breach of the academic offence of 'self-plagiarism'. Where the re-assessment constitutes a different assignment to that previously stipulated and the student resubmits the same piece of work, generic marking criteria should be applied in order to reflect that the assignment brief has not				

		been met.				
4	Duplication or 'self-plagiarism': the inclusion of small amounts of coursework, or a dissertation, or project, of any material which is identical or substantially similar to material which has already been normally submitted for any other individual assessment within the University or elsewhere. -	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
5	Duplication or 'self-plagiarism': the inclusion of significant amounts in coursework, or a dissertation, or project, of any material which is identical or substantially similar to material which has already been normally submitted for any other individual assessment within the University or elsewhere	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Collusion</b>						
6	Collusion: the representation of a small amount of unauthorised group work as the work of a single student -	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
7	Collusion: the representation of a significant amount of unauthorised group work as the work of a single student - 31-100% of work	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Borrowing</b>						
8	Borrowing a small amount of another's work (physically from their possession) and plagiarising with or without their knowledge	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty	Academic Offence Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
9	Borrowing a significant amount of another's work (physically from their possession) and plagiarising with or without their knowledge	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Stealing</b>						
10	Stealing another's work (physically from their possession) and plagiarising	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Essay banks</b>						
11	Commissioning or contract cheating (i.e. buying or paying for another person) to complete an assignment which is then submitted as the student's own work, or to extract work from 'essay banks' which is then submitted as the student's own work.	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University

<b>EXAMS</b>						
<b>Unauthorised material in an exam</b>						
12	Having unauthorised material or equipment in an examination (e.g. revision cards, mobile phones, iPods, headphones, MP3 players, Blackberries, unauthorised calculators, or any other electronic devices)	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Impersonation/forgery</b>						
13	Stealing an examination script/impersonation in an examination	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
14	Forgery: the falsification of signature(s) or documents related to certification or assessment	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Communicating/copying/cheating</b>						
15	Communicating, or trying to communicate, in any way with another student during an examination or test	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
16	Copying from another student in an examination	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
17	Leaving the examination or test venue to consult pre-hidden cribs/notes	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
18	Removing any items of stationery or other materials from the examination or test venue without permission or contrary to instructions	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
19	Aiding and abetting a student in any form of dishonest practice	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
20	Bribery: paying or offering inducements to another person to obtain or to attempt to obtain an unfair advantage	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
21	Calculator fraud: the use of unauthorised material stored in the memory of a programmable calculator with storage facilities	1 <sup>st</sup> Offence	Academic Offence Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Major University	Major University	Major University
<b>Fraud/falsification of data</b>						
22	False declarations made in order to receive special consideration by an Assessment Board or to obtain extensions to deadlines or exemption from	1 <sup>st</sup> Offence	Major University	Major University	Major University	Major University
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University

	work					
23	Falsification of data: the presentation of any quantitative or qualitative data, based on work purporting to have been carried out by the student, but which have been invented by the student or altered, copied or obtained by unfair means	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Major University	Major University
24	The use of any instrument or process or device designed to deceive anti-plagiarism software	1 <sup>st</sup> Offence	Severe Faculty	Severe Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Major University	Major University	Major University	Major University
<b>Proof-readers</b>						
25	Making use of the assistance of another such as an editor or proof-reader, in such a way as to change significantly the content, meaning or significance of what is written.	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Major University	Major University
26	Making unacknowledged use of processes such as computer routines created by others	1 <sup>st</sup> Offence	Academic Offence Faculty	Academic Offence Faculty	Severe Faculty	Severe Faculty
		2 <sup>nd</sup> or subsequent Offence	Severe Faculty	Severe Faculty	Major University	Major University