

Leeds City College

Schedule of Penalties for Academic Misconduct

Schedule of Penalties for Taught Awards and Key to Taught Awards Tariff

The Academic Misconduct Panel may determine to do any one of the following:

A. Determine that the student may be awarded the full range of marks for the re-assessed work.

A letter of advice will be sent to the student and they will be referred to support regarding academic writing. This is an exceptional outcome normally reserved for cases with mitigation at level 4.

Normally only available for Academic Negligence first offence

B. Determine that the mark for re-assessed work will be capped to the minimum pass mark.

A letter of warning will be sent to the student and they will be strongly recommended to seek support on academic writing

C. Determine that the re-assessed work will be capped to the minimum threshold pass mark.

A letter of final warning will be sent to the student, emphasising that any repeat offence may result in a more serious sanction. They will be strongly recommended to take and pass a non-credit bearing module on academic integrity.

D. Determine that a mark of zero will be entered against this module and that the student will be required to resit the module

E. Determine that the student has failed the level and is required to withdraw from the Course/Pathway of study.

The Board of Examiners will advise the student of their entitlement to a contained award or credit achieved, if applicable.

Tariff of Decisions Available to the Academic Misconduct Panel

Level	Offence Occurrence				
	1	2	3	4	
Level 4	A/B	B	C	D	
Level 5	B	C	D	E	
Level 6	B	C	D	E	

Considerations upon awarding penalty

- Students may submit extenuating circumstances pertaining to their admitted or found case for consideration by the Academic Misconduct Panel.
- The circumstances and the gravity of the offence may result in a different penalty being applied to that shown in the tariff.
- Re-assessment is subject to the limitations of the academic regulations which states that the opportunity for re-assessment will be given once only. The Board of Examiners or Examination Committee will apply this regulation upon receipt of the Academic Misconduct Panel decision.
- Where courses are subject to Professional, Statutory or Regulatory Body regulations the Board of Examiners or Examination Committee will apply the penalty within the context of the PSRB regulatory requirements.