



Notes on Penalties

(Annex 3 of the procedure relating to Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments)

Before attempting to apply penalties it is important to read the following:

The approach to plagiarism taken by the University of Leeds is based on the following principles:

1. Plagiarism, including fraudulent or fabricated coursework or academic malpractice (hereinafter referred to as plagiarism), is an offence against the University.
2. No plagiarised work will receive a mark or credit. **A submission that is plagiarised in whole or in part will count as one of the attempts permitted by the relevant Ordinance and Regulations. No more attempts will be permitted than the Ordinances and Regulations provide for an honest student.** (For cases of plagiarism in a final attempt see 9 below.)
3. All cases in which plagiarism is suspected must be investigated further and must be pursued according to the procedures set out in "*Cheating, plagiarism, fraudulent or fabricated coursework and malpractice in university examinations and assessments*" published at <http://www.leeds.ac.uk/secretariat/studentcases.html>.
4. **Work that is identified as plagiarised in whole or in part must be expunged** before the mark for the assessment and for the module can be released, or credits be awarded or any award of the University be made. **The plagiarism can only be expunged by the submission of a completely new piece of work¹ and shall be on a new topic and/or employ a new title wherever practicable.** The new piece of work must be judged by the Examiners to be at least a satisfactory attempt. **This requirement is an absolute condition of graduation**, irrespective of the status of the assessment in the module or programme.
5. **Students who fail to expunge plagiarism**, either through non-submission or where the submission is not judged a serious attempt **will have failed irrevocably² and will be excluded from the University with no award.**
6. Students whose **attempt to expunge plagiarism is itself identified as plagiarised** in whole or in part will first be investigated at School level in accordance with normal procedure. If plagiarism is confirmed by the School Panel the case will be **referred to the**

¹ Where feasible, coursework, laboratory work or fieldwork that was subject to plagiarism should be repeated in the same format in which it was originally set. If this is not possible the School must seek the advice of the Office where consideration will be given to any alternative assessment (e.g. essays, formal examinations) proposed by the School on grounds that the repeat assessment in its original format is impracticable, disproportionately costly or would introduce an unreasonable delay. It will be the responsibility of the School to ensure that such alternatives are academically sound and are consistent with the learning outcomes for the module.

² c.f. failing a compulsory (pfp) final examination/assessment at the final attempt.



Committee on Applications, again in accordance with normal procedure as a second offence, noting that the student has thereby failed to expunge the earlier offence (see 4 above).

7. A student cannot transfer from or be admitted or re-admitted to a programme while a penalty remains undischarged.

8. Students who complete the degree programme with **penalty marks in the profile**³ will be classified normally as specified in the Rules for Award, with the **penalty grade(s) being used in the classification calculation**.

9. Plagiarism (as a first offence) in the Final Attempt as defined by the Ordinances and Regulations

A plagiarised piece of work is a fail. No more attempts will be permitted than the Ordinances and Regulations provide for an honest student.

Expunging the Plagiarism

Compulsory (Pass for Progression/Award) Module:

Where the final attempt is plagiarised the **degree/award** for which the student is registered is **failed irrevocably**. In these circumstances a student is permitted one final attempt only to expunge the plagiarism and, if successful, will become eligible for any subsidiary award that the regulations permit e.g. DipHE/PGDip. The module in question will continue to receive **no marks and no credit and will therefore make no contribution to any award**.

Optional/Elective Module:

Where the final attempt is plagiarised, to retain eligibility for any award the student is permitted one final attempt only to expunge the plagiarism. If successful, the student will regain eligibility for an award of the University, including, in principle, that originally sought. The module in question will receive **no marks and no credit but once expunged the module mark of zero will be included the classification average or equivalent for any award**.

Imposition of Penalties

Penalties comprise two components: an academic penalty, as set out in the table below, and an exercise⁴, <https://www.leeds.ac.uk/vle/students/assess/academicintegrity/>.

10. the purpose of which is to ensure that the student is aware of the nature of plagiarism, that he/she has a basic understanding of good practice in referencing the work of others and that the normal penalty for an egregious, aggravated or second offence is exclusion.

11. The application of penalties by either the School or the Committee will be made in the awareness of any **mitigating circumstances** that the student chooses to disclose in advance

³ For the avoidance of doubt, a student cannot take a replacement module to substitute for a module in which plagiarism has been identified.

⁴ Students return the completed exercise to the School within **two weeks**. A tutor in the School checks that the work has been completed appropriately. If the work is not completed satisfactorily, a tutor should follow up with the student to try to clear up their misunderstandings. The paperwork will be kept in the student's file in the School.



of the penalty being set. A distinction shall be made between **mitigation that could allow for underperformance but that will not excuse or mitigate academic transgressions**, the latter being more in the range of life changing events that place the **student's ability to reason** in question.

12. Penalties will be increasingly severe for students who are in second or later years of study.

13. The penalties which can be imposed at School level range from a Written Warning to a mark of zero for the whole module. *[The penalties of loss of credit, temporary suspension or permanent exclusion from studies can only be applied by the Committee on Applications⁵.]*

14. The effect of applying a penalty should be compared with that of an 'honest fail' for the same piece of work, and the consequences of plagiarism should be more severe.

15. A **second offence**⁶ or an egregious or aggravated offence will be treated as serious. The case will be referred to the Committee on Applications where the **student is likely to be excluded permanently from the University with no award**.

Range of Penalties – School Level

After determining that a penalty can be issued at School level, the School Panel should begin with the most severe penalty that it can impose. This is zero for the module (irrespective of marks awarded for other components in the module) with the requirement to do a completely new piece of work, and the submission being judged a serious attempt. The consequences of plagiarism shall be more severe than those for an 'honest fail'. Therefore, a penalty that caps the element or module at the pass mark, 40/50, the same as that given to a student for an 'honest fail', should only be applied where the offence is judged sufficiently minor and/or where there is significant mitigation to warrant such leniency⁷. When determining the penalty the School Panel should consider the following points:

- Level and experience of the student
- Percentage contribution of the assignment to the overall module mark and the severity of the offence
- The student's explanation⁸ and response to the allegation
- Any mitigation⁹
- Assessment requirements for the module (e.g. required to pass both components or compensation allowed between them)

⁵ The Committee may apply any listed penalty, but will not be constrained from making particular and specific decisions including the application of other penalties in individual cases (e.g. a Bachelors degree without Honours, a degree without Merit or Distinction, restricted to a subsidiary qualification).

⁶ An offence will be deemed to be second or subsequent only when the work is submitted after the first or earlier offence has been considered by the School or Committee and the penalty has been issued.

⁷ Where leniency is exercised, the student must not expect such leniency should he/she be found guilty of a further offence when the student's place will be in question.

⁸ Intention is not part of the definition and therefore this cannot be accepted as mitigation.

⁹ Mitigation may lessen the penalty but it does not excuse the offence. In addition, it would be expected that the student would have submitted mitigation in accordance with normal requirements.



- Comparison with a student who has failed 'honestly'
- See Notes on Penalties (9) - where plagiarism has occurred in the student's final attempt

Written Warning	The non-plagiarised work will be marked with the resultant mark being aggregated with the marks for the remaining components of the module. Normal resit opportunities will be retained
REQUIRED to submit a new piece of work for the Element which must be a serious attempt for a capped element mark	For an ELEMENT MARK of ZERO¹⁰. 20. 30 or the appropriate pass mark [40/50]
	Subject to the student submitting a new piece of work for the element and the submission being judged a serious attempt, the capped element mark [zero, 20, 30, 40/50], as determined by the Panel, will be aggregated with the marks for the remaining components of the module. Where all other module assessment requirements have been satisfied ¹¹ , the credits will be awarded.
REQUIRED to submit a new piece of work for the Element which must be a serious attempt for a capped module mark	For a CAPPED MODULE MARK of ZERO. 20. 30 or the appropriate pass mark [40/50]
	Subject to the student submitting a new piece of work for the element and the submission being judged a serious attempt, irrespective of the marks awarded for other components of the module the capped module mark [zero, 20, 30, 40/50], as determined by the Panel, will be recorded for the module. Where all other module assessment requirements have been satisfied, the credits will be awarded.

¹⁰ Zero can be applied on the 20-90 scale (as well as the 0-100 scale) as it is a penalty mark outside the normal range.

¹¹ Although the aggregate module mark may be below the pass mark, subject to all other module components having been completed to at least pass standard (after any resits if applicable) and the student having demonstrated the learning outcomes for the module, the credits will be awarded.



Range of Penalties – Committee

Any of the Penalties that the School can impose	Written Warning through to Required to submit a new piece of work to pass standard for a capped module mark of zero
Other Penalties short of exclusion	Repeat the module in its entirety in which plagiarism has occurred with the marks for other modules being retained
REQUIRED to repeat the Semester in its entirety: take the tuition, submit new assessments to pass standard on a single occasion	For CAPPED MODULE MARKS of ZERO, 20, 30, or the appropriate pass mark [40/50] except that it must be expected that the module(s) where plagiarism has occurred will usually be for zero
REQUIRED to repeat the Year in its entirety (as above)	As above
PERMANENT EXCLUSION FROM THE UNIVERSITY WITH NO AWARD	Transcript, other than relating to the module in which plagiarism has occurred, issued at the Committee's discretion together with any comment

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