

SECTION 10

ASSESSMENT OFFENCES

(A) Introduction

- 10.1 As an academic community, Anglia Ruskin University recognises that the principles of truth, honesty and mutual respect are central to the pursuit of knowledge. Behaviour that undermines these principles weakens the community, both individually and collectively, and diminishes Anglia Ruskin's values. Anglia Ruskin is committed to ensuring that every student and member of staff is made aware of the responsibilities s/he bears in maintaining the highest standards of academic integrity and how those standards are protected.
- 10.2 This section of the Academic Regulations describes Anglia Ruskin University's policy for managing an alleged assessment offence by students registered for an undergraduate or postgraduate award conferred by Anglia Ruskin University, including all students registered at a UK or international Associate College, students registered on distance learning courses and students registered for Part 1 of a Professional Doctorate programme. All Associate Colleges are required to forward to the Academic Registrar any case of an alleged assessment offence for investigation by Anglia Ruskin University, as set out in these Regulations.
- 10.3 The Senate has approved procedures for dealing with an alleged assessment offence and these are conducted under the auspices of the Academic Regulations Subcommittee which is formally responsible for the investigation of all such cases. Through its Chair (or nominee), the Subcommittee establishes a Panel to hear each case, where appropriate, chaired by a member of the Subcommittee.
- 10.4 The consideration of an alleged assessment offence, determining whether such an offence has occurred and the determination of any penalty that is required if an allegation is upheld is not a matter for the Anglia Ruskin Awards Board. Once the process for an alleged assessment offence case has been concluded, the Awards Board merely implements the outcome of the process with regard to the student's academic profile.
- 10.5 The Academic Registry maintains a record of all assessment offences and penalties and presents this information to the Academic Regulations Subcommittee on an annual basis.
- 10.6 The principal method of communication with a student throughout the assessment offences process is the student's Anglia Ruskin e-mail account and eVision (the latter is used for the official publication of outcomes and results related to the assessment process). Written letters are sent as e-mail attachments. Communication is not conducted via postal services except for the issuing of Completion of Procedures Letters in accordance with procedures for the Office of the Independent Adjudicator (see Regulation 10.56 below).
- 10.7 If the behaviour of a student becomes threatening or abusive during Stage 1 or Stage 2 of the process detailed below, then the Director of Studies or Panel Chair respectively is empowered to suspend the process and refer the matter to the Secretary & Clerk under the disciplinary procedures contained within the *Rules, Regulations and Procedures for Students*. The process may resume at a later date, pending the outcome of the disciplinary process.

(B) Definitions

“Assessment Offence”

- 10.8 For the purpose of these Academic Regulations an assessment offence is the generic term used to define cases where a student(s) has sought to gain unfair academic advantage in the assessment process for him/herself or another student(s).
- 10.9 An assessment offence may be committed in relation to work undertaken for any assessment method used by Anglia Ruskin University and its Associate Colleges.
- 10.10 There are many forms of assessment offence including (this is not an exhaustive list):
- any relevant breaches of the Academic Regulations governing the Conduct of Anglia Ruskin Examinations;
 - taking unauthorised material into the examination room;
 - impersonating another student;
 - causing any disturbance (and continues to do so after warning) such as disruption caused by a mobile telephone, shouting, talking, whispering, eating and/or drinking;
 - submitting someone else’s work as one’s own (known as “plagiarism”: see below for a definition);
 - falsifying data;
 - obtaining an examination paper in advance of its authorised release;
 - the unauthorised and unattributed submission of an assessment item which has been produced by another student or person;
 - the behaviour of one or more students which may result in the poor academic performance of another student or students;
 - any attempt to bribe or provide inducements to members of Anglia Ruskin University staff, or to internal or external examiners in relation to the assessment process in its entirety;
 - any attempt which, if enacted, is designed to undermine or breach the Academic Regulations.

“Multiple Concurrent Offences”

- 10.11 For the purpose of these Academic Regulations, multiple concurrent offences are cases where a student has committed more than one offence of the same nature within the same semester or trimester AND where the process for considering the former offence(s) has not been concluded (at either Stage 1 or Stage 2) by the time the student undertakes/submits the latter assessment task(s) where an offence is committed. In such cases “multiple concurrent offences” (which may extend over one or more modules) are regarded as a single offence for the purpose of this regulation.
- 10.12 Plagiarism and collusion are common forms of assessment offence. They are defined as follows:

“Plagiarism”

- 10.12.1 Plagiarism is the submission of an item of assessment containing elements of work produced by another person(s) in such a way that it could be assumed to be the student’s own work. Examples of plagiarism are:
- the verbatim copying of another person’s work without acknowledgement;
 - the close paraphrasing of another person’s work by simply changing a few words or altering the order of presentation without acknowledgement;
 - the unacknowledged quotation of phrases from another person’s work and/or the presentation of another person’s idea(s) as one’s own.

- 10.12.2 Copying or close paraphrasing with occasional acknowledgement of the source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the student's own.
- 10.12.3 Plagiarised work may belong to another student or be (purchased) from a published source such as a book, report, journal or material available on the internet.

“Collusion”

- 10.12.4 Collusion occurs when two or more individuals collaborate to produce a piece of work to be submitted (in whole or in part) for assessment and the work is presented as the work of one student alone.
- 10.12.5 If students in a class are instructed or encouraged to work together in the pursuit of an assignment, such group activity is regarded as approved collaboration. However, if there is a requirement for the submitted work to be solely that of the individual, joint authorship is not permitted. Students who, improperly, work collectively in these circumstances are guilty of collusion.

(C) Initial Reporting of an Assessment Offence

- 10.13 Any suspicion of an assessment offence during the marking process for assessed work which is not a formal examination (see Regulation 6.8, footnote 33, for Anglia Ruskin's definition of an examination) is reported to the Module Leader, who in turn reports it to the Faculty's Director of Studies within 20 working days⁷⁵ of the original submission (or extended) deadline for consideration under Regulations 10.17 and 10.18.
- 10.14 A new allegation of an assessment offence which is brought to the attention of the Faculty's Director of Studies after 20 working days⁷⁵ have passed since the original submission (or extended) deadline can only be progressed if new evidence which leads to the allegation emerges that was not previously available. The Faculty Director of Studies must be satisfied that a case for progressing the allegation exists, based only on the new evidence.
- 10.15 On occasion, an allegation pursued under Regulation 10.14 above may, if proven, require the retraction of credit previously awarded for the module(s) in question. In such cases, the Chair of the Academic Regulations Subcommittee seeks the authority of the Vice-Chancellor (as the Chair of the Senate) to retract the credit and amend the student's academic record accordingly.
- 10.16 A student whom an invigilator believes to be using unfair means during a formal examination (including unauthorised aids, copying or communicating with others) or breaches any other examination regulation (Regulations 6.130-6.157 above) is so informed and the answer book is marked at the appropriate place. Unless the candidate is required to leave the examination room under any other Regulations, the candidate is permitted to continue the examination and a report is made by the invigilator to the Academic Registry at the end of the examination who then forward this to the relevant Director of Studies.
- 10.17 The Director of Studies is responsible for determining if there is sufficient evidence that an assessment offence has occurred and, in so doing, determines the nature of the formal allegation to be put to the student (eg: plagiarism, collusion etc.). In reaching this conclusion, the Director of Studies may consult the Chair of the Academic Regulations Subcommittee who may ask a member of the Subcommittee (who is not a member of the Faculty concerned) to consider the issue and provide a second opinion to the Director of Studies.

⁷⁵ 30 working days for a Major Project module

- 10.18 Where the Director of Studies believes that no assessment offence of any nature has occurred a formal allegation is not made against the student and no further action is taken.
- 10.19 The Director of Studies may deem a student's first instance of suspected plagiarism or collusion to be an example of poor academic practice⁷⁶. In such cases, the student receives appropriate academic counselling at this point from the Module Leader or Module Tutor rather than the allegation progressing further. The piece of work is marked appropriately (including the possibility of a fail mark) to take account of the poor academic practice.
- 10.20 The Director of Studies maintains a record of students who receive academic counselling for poor academic practice to avoid any subsequent suspected cases of plagiarism or collusion being wrongly considered as poor academic practice.
- 10.21 An alleged assessment offence that occurs in an examination situation cannot be considered as poor academic practice at any level of study.
- 10.22 If the Director of Studies is satisfied that there is sufficient evidence that an assessment has occurred, the case progresses to a formal allegation at Stage 1; a full investigation by the Faculty.

(D) Stage 1: Faculty Investigation

- 10.23 Within 20 working days⁷⁷ of the alleged assessment offence being brought to the attention of the Director of Studies, he/she informs the student of the exact nature of the alleged assessment offence in writing and sends the student copies of relevant documentary evidence detailed below asking for a response to the allegation within 15 working days of the date of the letter (the response may constitute a meeting⁷⁸ between the Director of Studies and the student to discuss the allegation further):
- evidence of the original source materials;
 - the student's work cross-referenced against the source materials;
 - brief written statements from staff bringing the allegation.
- 10.24 In cases where the Director of Studies deems it to be appropriate, the student is invited to attend a viva-voce examination as part of the investigation process. The purpose of the examination is to test the student's knowledge and understanding of the piece of work which is the subject of the allegation. The examination is conducted by the Director of Studies and a second member of academic staff with appropriate subject expertise.

⁷⁶ Examples of poor academic practice include: (i) occasional verbatim copying of short phrases from one or more sources, with in-text and bibliographical acknowledgement; (ii) occasional close paraphrasing of sentences from one or more sources, with in-text and bibliographical acknowledgement; (iii) loaning completed work or assignment notes to fellow students and; (iv) allowing others to use, advertently or inadvertently, completed work or assignment notes. This is not an exhaustive list

⁷⁷ The Director of Studies may exceptionally extend this period by five working days in order to conclude his/her consideration of the suspected offence but informs the student of this extension within the original 20 working days.

⁷⁸ Any meeting that the Director of Studies may deem as necessary is conducted in the most appropriate medium for the student. A telephone conversation; video-conference, Skype interaction (or other appropriate method) is considered if it is not possible for a student to attend Anglia Ruskin's main campuses in the UK (eg: a student studying at an international Associate College or on a module delivered by flexible or distributed learning etc.)

- 10.25 If the student admits to the offence, the Director of Studies confirms the assessment offence and appropriate penalty, as prescribed in Regulations 10.57 - 10.58, to the Chair of the Academic Regulations Subcommittee (or nominee). Formal notification of the penalty is communicated to the student, in writing, by the Academic Registrar as chair of the Subcommittee and is copied to the student's file. The student's academic record on Anglia Ruskin's student record systems is amended accordingly (but no reference to the assessment offence appears on the academic transcript).
- 10.26 If no response is received from the student within 15 working days, or the student fails to attend a viva-voce examination (without reason and notice), the student is deemed as not contesting the allegation and, therefore, admitting to the offence and the process outlined in Regulation 10.25 is applied.
- 10.27 In all cases where a student admits (or fails to respond) to the allegation as a first offence the student is invited to arrange an interview with the Dean of Faculty (or a nominee) where the student is told of the seriousness of the offence and receives advice on good academic practice and the accepted conventions in the preparation of work in whatever form it takes.
- 10.28 If the student denies the alleged assessment offence the matter is referred to Stage 2: a Panel hearing, which is conducted in accordance with Regulations 10.29 - 10.46.

(E) Stage 2: Panel Hearing

- 10.29 If a student has denied an alleged assessment offence presented by the Faculty's Director of Studies, the Chair of the Academic Regulations Subcommittee convenes a Panel to hear the allegation to give the student an opportunity to demonstrate that the offence has not occurred⁷⁹.
- 10.30 The Academic Registry is responsible for arranging and servicing Panel hearings. The Panel comprises:
- a member of the Academic Regulations Subcommittee⁸⁰ (who acts as Chair);
 - a member of academic staff of Anglia Ruskin University who is not a member of the Faculty in which the student is registered nor has taught the student or in any other way have been closely associated with the student;
 - a student nominated by the President of the Students' Union in consultation with the Executive Secretary.

The Academic Registry's Quality Assurance Service appoints an Executive Officer who minutes the Panel meeting and deliberations.

- 10.31 In addition, the following have the right to be in attendance:
- the President of the Students' Union (or an elected representative of the Students' Union);
 - the presenter(s) of the case (Module Leader (where appropriate) and Director of Studies or nominee);
 - the student whose case is being heard and friend or a representative of the Students' Union.

⁷⁹ A Panel hearing is conducted in the most appropriate medium for the student. A video-conference, Skype interaction (or other appropriate method) is considered if it is not possible for a student to attend Anglia Ruskin's main campuses in the UK (eg: a student studying at an international Associate College or on a module delivered by flexible or distributed learning etc.)

⁸⁰ Or other senior and experienced member of academic staff as agreed by the Chair of the Academic Regulations Subcommittee

- 10.32 Neither Anglia Ruskin University nor the student whose case is being heard is legally represented during the conduct of a hearing.
- 10.33 The Panel hearing is formal in nature and takes place as soon as possible and no later than two months after the student has responded to the formal allegation in Stage 1, requesting a referral to a Stage 2 Panel Hearing (see Regulation 10.23).
- 10.34 Exceptionally, in the event of the unavoidable absence of a Panel member (eg: due to illness), in order to reduce the inconvenience to the student, the Panel Hearing may proceed with two members provided that:
- One of the two members is a member of the Academic Regulations Subcommittee or a member of staff approved to act as the chair of a hearing and;
 - The student whose case the Panel has been convened to hear has no objections to proceeding with a two member Panel.
- 10.35 Anglia Ruskin University reserves the right to involve such other individuals at the hearing as it thinks appropriate to the presentation of the case.
- 10.36 The hearing is conducted in the following sequence:
- Director of Studies (or nominee) presenting the allegation with a view to demonstrating that the offence has occurred. The evidence may be in writing and/or witnesses may be called;
 - witnesses in support of the allegation;
 - the student (or friend) with a view to rejecting the allegation and demonstrating that the offence has not occurred. The evidence may be in writing and/or witnesses may be called;
 - witnesses in support of the student;
 - final statement by Director of Studies (or nominee) and witnesses;
 - final statement by student (or friend) who is the subject of the allegation.
- 10.37 The members of the Panel have the right to put questions to any person attending the hearing.
- 10.38 The Director of Studies (or nominee) and witnesses, the student who is the subject of the allegation and friend, have the right to be present during the taking of evidence. All have the right to put questions to the witnesses and to each other, except that neither has the right to put questions on the others' final statements.
- 10.39 If the student who is the subject of the allegation does not appear at the hearing, the Panel may proceed to deal with the allegation in the student's absence provided the Panel membership is satisfied that the student has received proper and timely notification of the Panel hearing.
- 10.40 In reaching its decision, the Panel sits in private and considers whether the case has been proved.
- 10.41 If the Panel concludes that the case has not been proved, the allegation is dismissed and no further action is taken.
- 10.42 If the Panel concludes that an assessment offence has been proved, the appropriate penalty, as prescribed in Regulations 10.57 - 10.58, is implemented.
- 10.43 The Executive Officer notifies the student of the Panel's conclusion, in writing, within ten working days of the Panel hearing.

- 10.44 The Academic Registrar, as Chair of the Academic Regulations Subcommittee, formally confirms the outcome of the Panel hearing to the student in writing within ten working days of the deadline and this is copied to the student's file and Director of Studies. The student's academic record on Anglia Ruskin's student record system is amended accordingly (but no reference to the assessment offence appears on the academic transcript).
- 10.45 In all cases where an assessment offence is proved at a Panel hearing, the student is subsequently interviewed by the Dean of Faculty (or a nominee) and told of the seriousness of the offence. If relevant to the offence, the student receives advice on good academic practice and the accepted conventions in the preparation of their work in whatever form it takes.
- 10.46 A report of the hearing is submitted to the Academic Regulations Subcommittee for information.

(F) Penalties

- 10.47 A range of penalties exist which are implemented according to:
- the academic level at which the offence occurred;
 - whether the offence occurred at the initial assessment or re-assessment stage of a module;
 - whether the offence is admitted by the student during Stage 1 of the Assessment Offences process or the offence is proved through a Panel hearing during Stage 2 of the Assessments Offences process;
 - whether the offence is the student's first, second or subsequent offence (see Regulation 10.50 below).
- 10.48 Table 10A (Regulation 10.57) at the end of this section of the Academic Regulations details the penalties to be implemented for assessment offences admitted by the student (during Stage 1 of the process). All elements of each penalty are applied equally on all occasions.
- 10.49 Table 10B (Regulation 10.58) at the end of this section of the Academic Regulations details the penalties to be implemented for assessment offences proven by a Panel hearing (during Stage 2 of the process). All elements of each penalty are applied equally on all occasions.
- 10.50 The 'count' of the number of assessment offences for a student does not continue for separate registrations between an undergraduate and a postgraduate course. In such cases, the 'count' is reset to zero for a student registered on a postgraduate course irrespective of any assessment offences committed in a previous registration on an undergraduate course⁸¹. The 'count' is maintained for separate registrations on courses at the same (undergraduate or postgraduate) level⁸².
- 10.51 In cases where the prescribed penalty is the recommended expulsion of the student, the Chair of the Academic Regulations Subcommittee is required to present the recommendation to the Vice-Chancellor who considers the request. A student who is expelled under the Assessment Offence process receives a transcript detailing the credit he/she has attained. However, as part of the penalty, any intermediate award that the volume of academic credit attained may attract (see Regulation 8.29) is not conferred.
- 10.52 If during Stage 1 or 2 of the process, the student provides evidence of extenuating circumstances that the student asserts directly led to the assessment offence being committed, such information does NOT impact on the either the Director of Studies or the

⁸¹ An integrated master's degree (incorporating levels 4-7 in a single course) is considered as a single registration

⁸² Examples: foundation degree to honours degree; intended award to framework award; PG Cert to MA/MSc; course transfers

Panel's decision as to whether or not the assessment offence has occurred. However, if the Director of Studies (during Stage 1) or Panel (during Stage 2) believes that, as a result of the extenuating circumstances, the prescribed penalty is exceptionally inappropriate, the Director of Studies (following consultation with two other Directors of Studies and the Academic Registrar) or the Panel can, at his/her/its discretion, review the default penalty and propose an alternative penalty in light of the extenuating circumstances presented by the student. The application of an alternative penalty must be supported by relevant documentary evidence. The Academic Regulations Subcommittee monitors the extent to which such discretion is exercised.

- 10.53 A mitigation claim, submitted under Regulations 6.99 - 6.127 above, against an (initial or re-assessment) attempt at an element of assessment for which a penalty has been applied **cannot** be considered. The mitigation claim is deemed null and void.
- 10.54 Any penalty for an assessment offence which is determined (following the conclusion of the assessment offences process) for an attempt (initial or re-assessment) at an element of assessment for which mitigation under Regulations 6.99 - 6.127 above has earlier been granted deems the outcome of the mitigation process null and void. The penalty for the assessment offence is therefore applied.
- 10.55 All assessment offences are formally notified to the student at the conclusion of the process, in writing, by the Academic Registrar, as Chair of the Academic Regulations Subcommittee. Such notifications direct students to consult the range of information held on Anglia Ruskin's webpages which relate to academic honesty and avoiding assessment offences and are sent within 20 working days of notification of the conclusion of the process by the Academic Registry.

(G) Office of the Independent Adjudicator

- 10.56 If a student is not satisfied with the decision of the Panel Hearing, the student may make representation to the OIA. For these purposes, the final communication to the student under Regulation 10.44 also serves as the 'Completion of Procedures Letter' required under OIA procedures.

10.57 Table 10A - Penalties to be applied for an assessment offence admitted by a student (during Stage 1)

Level of Study	First Offence ⁸³		Second Offence (see Regulation 10.50)		Third or Subsequent Offence (see Regulation 10.50)
	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT OR RE-ASSESSMENT
LEVEL 3 or 4	<p>Mark of 0% awarded and overall module result of Fail</p> <p>Resubmission permitted as re-assessment; module result capped at 40%</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail⁸⁴</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail</p> <p>Resubmission permitted as re-assessment; module result capped at 40%</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail⁸⁴</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p>	<p>Recommended Expulsion</p> <p>An intermediate award is not conferred</p>
LEVEL 5 or 6	<p>Mark of 0% awarded and overall module result of Fail</p> <p>Resubmission permitted as re-assessment; module result capped at 40%</p> <p>Capped module result compulsorily included in classification calculation</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail⁸⁴</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Module result compulsorily included in classification calculation</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail</p> <p>Resubmission permitted as re-assessment; module result capped at 40%</p> <p>Capped module result compulsorily included in classification calculation AND final classification calculation reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40% and is compulsorily included in classification calculation</p> <p>For unclassified awards only, deferral of conferment of award by six months</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail⁸⁴</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>If a student fails a module in which they have committed an assessment offence, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Module result compulsorily included in classification calculation AND classification reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</p> <p>For unclassified awards only, deferral of conferment of award by six months</p> <p>Warning letter is placed on record in student file</p>	<p>Recommended Expulsion</p> <p>An intermediate award is not conferred</p>

⁸³ A first allegation of plagiarism or collusion may be deemed by the Director of Studies to be poor academic practice. See Regulation 10.18 for further details.

⁸⁴ Compensation of the module is not permitted

<p>LEVEL 7</p>	<p>Mark of 0% awarded and overall module result of Fail</p> <p>Resubmission permitted as re-assessment; module result capped at 40%</p> <p>Capped module result compulsorily included in classification calculation AND classification reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</p> <p>If student fails the module on resubmission/re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40% and is compulsorily included in classification calculation</p> <p>For unclassified awards only, conferment of award is deferred for six months</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded and overall module result of Fail</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40% AND classification reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</p> <p>For unclassified awards only, conferment of award is deferred for six months</p> <p>Warning letter is placed on record in student file</p>	<p>Recommended Expulsion</p> <p>An intermediate award is not conferred</p>	<p>Recommended Expulsion</p> <p>An intermediate award is not conferred</p>	<p>Recommended Expulsion</p> <p>An intermediate award is not conferred</p>
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10.58 Table 10B - Penalties to be applied for an assessment offence proved at a Panel Hearing (during Stage 2)

Level of Study	First Offence		Second Offence (see Regulation 10.50)		Third or Subsequent Offence (see Regulation 10.50)
	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT OR RE-ASSESSMENT
LEVEL 3 or 4	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award) if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months 	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award) if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months 	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award) if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months 	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award) if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months 	As for Stage 1
LEVEL 5 or 6	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award) if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months 	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award) if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months 	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	As for Stage 1
LEVEL 7	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	As for Stage 1	As for Stage 1	As for Stage 1

