

Points Based Penalty System

Educational Route Referral

Where a substantiated allegation of Unacceptable Academic Practice is a first, and minor breach of academic practice **in the student's first year of attendance at Aberystwyth University**, and points to a genuine mistake, resulting in poor academic practice rather than unacceptable academic practice, the UAP panel/Chair of Exam Board (or nominee) may decide to refer the case to the Educational Route where the student will be

- invited to complete the online academic integrity course (<https://libguides.aber.ac.uk/referencing>, and/or <https://www.aber.ac.uk/en/is/help/ai/> if appropriate) within a specified period of time (usually five working days) and provide evidence of completion (available on BlackBoard).
- required to attend any further good academic practice sessions as directed by their academic department.

If the student completes these steps in the timeframe set out, no penalty should be applied, and the assessment should be marked following the departmental marking criteria; if they do not then the department should report the student back to the Academic Registry and the original penalty which would have been incurred under the points based system may be applied at a later date.

Where the educational route referral is not appropriate, please follow the Points-Based Penalty System below.

Points-Based Penalty System

A: Description Of Unacceptable Academic Practice

(i) Previous cases* (including an investigation by the Chair of the Examination Board)

100 points	First time
150	Second time
200	Third time or subsequent

(ii) Extent and Severity of UAP

20	Plagiarism of less than 20% of assignment
	Collusion affecting less than 20% of assignment
	Unacknowledged use of AI affecting less than 20% of assignment

	Introduction of unauthorised material or unauthorised electronic devices into an examination venue, no evidence of connection to examination paper
	Recycling data or text in more than one assignment, where this is explicitly not permitted by the Department
	Failing to comply with written directions to candidates in formal examinations, and verbal instructions by examination invigilators
130	Plagiarism of between 20% – 50% of assignment
	Collusion affecting 20% – 50% of assignment
	Unacknowledged use of AI affecting between 20% - 50% of assignment
	Uploading assignments to academic file-sharing sites
160	Plagiarism of over 50% of assignment
	Collusion of over 50% of assignment
	Plagiarism of data or code which is crucial importance to an assignment
	Introduction of unauthorised materials into an examination venue with evidence of relevance to examination paper, or communication by electronic means during an examination
	Introduction of electronic devices into an examination venue and evidence of possible use during examination
	Copying from, or colluding with, another candidate during an examination
	Producing and presenting an examination script by unauthorised means
	Fabrication of data, false claims of carrying out experiments, observations, interviews or other forms of data collection
	Unacknowledged use of AI affecting more than 50% of assignment
220	Impersonation of another candidate in an examination
	Presenting falsified evidence to an examination board
240	Assignment submission from essay mill or ghost-writing service
(iii) Level of Study	
120	Part One Undergraduate (and all students on Exchange Programmes)
120	Part Two Undergraduate in their first year at AU who has not completed part one at another UK HEI

180	Part Two Undergraduate
220	Postgraduate Taught

* Number of cases does not include allegations investigated by Deputy Registrar (Student Administration)

Section 5: Penalty Table

Section 5a: Penalties - all cases except those investigated by Deputy Registrar (Student Administration)	
Points	Penalty
240 – 299	Warning only and no formal penalty of deducting marks, although assessments will be marked according to published departmental criteria
300 – 379	Maximum mark of 39 for assessment (49 where pass mark is 50), resit module for a capped mark** if module failed (P or F)
380 – 429	Assessment awarded zero, resit module for a capped mark** if module failed (P or F)
430 – 479	Module awarded zero, resit module for a capped mark* (P or F). Marks for passed elements may not be carried forward, all elements should be retaken.
480 – 519	Module awarded a mark of zero, no resit (N)
520+	Mark of zero for all modules in semester (includes thin modules), no resit(N)
Section 5b: Penalties for allegations investigated by Deputy Registrar (Student Administration)	
	Penalty
First Offence	Warning only and no formal penalty of deducting marks, although assessments will be marked according to published departmental criteria
Second or subsequent Offence	Maximum mark of 39 for assessment (49 for level 'M' modules), resit for a capped mark** if module failed (P or F)

**subject to resit opportunities

Confirmation of Module Mark

Where allegations of UAP are resolved prior to the relevant Examination Board, marks and resit indicators should be confirmed in the usual way at Senate Examination Board. However, in cases where results are withheld by the Board pending the resolution of an UAP allegation, Departments must, once a penalty has been approved, submit a change of mark form confirming the mark and resit indicator for the module(s) concerned so that

this too can be approved and results can be released to the student. **Please note also that module marks should not be returned to examination boards until UAP penalties have been confirmed by Academic Registry.**

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