

## Schedule of Penalties for Academic Misconduct

The College uses the following table to calculate an aggregate score representing the severity of academic misconduct. The total score is the sum of the scores for each of these four criteria: A) type of misconduct, B) the timing of the misconduct, C) the student's history of misconduct and D) whether it was deliberate or not.

| Score   | Value 1            | Value 2   | Value 3        | Value 4   | Value 5   |
|---|--------------------|---|----------------|---|---|
| <b>A) Type of Academic Misconduct</b>   | Plagiarism         | <ul style="list-style-type: none"> <li>• Collusion</li> <li>• Recycling or resubmitting material</li> </ul> | Cheating       | <ul style="list-style-type: none"> <li>• Cheating under invigilation</li> </ul> | <ul style="list-style-type: none"> <li>• Contract cheating</li> <li>• Student identity fabrication or falsification</li> <li>• Information fabrication or falsification</li> <li>• Bribery</li> </ul> |
| <b>B) Study Period</b>  | First 10-week term | Not applicable  | Not applicable | Subsequent term(s)  | Not applicable  |
| <b>C) Total number of academic misconducts (including the current misconduct)</b> | 1                  | 2   | Not applicable | 3   | 4 or more   |
| <b>D) Reason for Academic Misconduct</b>  | Unintentional      | Not applicable  | Not applicable | Deliberate  | Not applicable  |

### Penalty table

The penalty for the misconduct is determined by looking up the aggregate score in the table below.

| Aggregate score | 4  | 5 - 8  | 9 - 12   | 13 - 16   | 17 - 18   |
|-----------------|--|--|--|---|---|
| <b>Penalty</b>  | <b>Academic counselling</b> <ul style="list-style-type: none"> <li>• Further training</li> <li>• Resubmission</li> </ul> | <b>Academic counselling</b> <ul style="list-style-type: none"> <li>• Further training</li> <li>• 10% reduction on score OR Resubmission to maximum 50% depending on the severity of the misconduct and the nature of the assessment</li> </ul> | <b>Academic counselling</b> <ul style="list-style-type: none"> <li>• Further training</li> <li>• 50% reduction on score</li> </ul> | <b>Academic counselling</b> <ul style="list-style-type: none"> <li>• Further training</li> <li>• Zero for subject OR zero for assessment</li> </ul> | <b>Cancellation of enrolment</b><br><b>Cancellation of transcript (if already issued)</b> |

The College may consider other factors when determining a student misconduct penalty. A student cannot appeal against a penalty on the basis that it is inconsistent with this schedule.