

## Appendix B — Disciplinary Penalty Guidelines

### 1. Deciding Manager's finding - Minor breach

<b>Description of misconduct</b>  <i>Schools and programmes to develop examples relative to their disciplines, of what constitutes 'low level' violations, in accordance with this framework.</i>	<b>Recommended minimum action</b>  <i>(Student Conduct Statute reference)</i>	<b>Additional measures to be considered</b>  <i>(Student Conduct Statute reference)</i>	<b>Notes</b>
<p>Student has, for example:</p> <p>Failed to attribute direct quotes but has listed references to the plagiarised material in their footnotes or bibliography, <i>and/or</i></p> <p>Clearly contravened the principles of academic integrity and established academic practice but it appears to be inadvertent, <i>and/or</i></p> <p>Plagiarised material amounting to no more than 10% of the total assignment, <i>and/or</i></p> <p>Demonstrated careless study practices and poor scholarship rather than an intention to deceive, <i>and/or</i></p> <p>Not been formally disciplined for a breach of academic integrity by VUW in the past.</p>	<p>Written warning, <i>(Clause 4.6.1(f))</i> <i>and</i></p> <p>Cancellation in full or in part of the mark for the item of assessment in respect of which the misconduct occurred, <i>(Clause 4.6.1 (l))</i></p>	<p>Public or private apology, <i>(Clause 4.6.1 (a))</i> <i>and/or</i></p> <p>Written undertaking as to future conduct, <i>Clause 4.6.1 b)</i> <i>and/or</i></p> <p>Requirement for the student to attend academic supervision for a prescribed period of time. <i>(Clause 4.6.1(c))</i></p>	<p>Low-level breach of academic integrity as described here would amount to Misconduct under the Student Conduct Statute. Penalties available are prescribed under Clause 4.6.1 of the Student Conduct Statute.</p>

## 2. Deciding Manager's finding – Mid-level breach

<b>Description of misconduct</b>  <i>Schools and programmes to develop examples relative to their disciplines, of what constitutes 'mid level' breaches, in accordance with this framework.</i>	<b>Recommended minimum action</b>  <i>(Student Conduct Statute reference)</i>	<b>Additional measures to be considered</b>  <i>(Student Conduct Statute reference)</i>	<b>Notes</b>
<p>Student has, for example:</p> <p>Failed to attribute direct quotes and has not listed the appropriate references/sources in their footnotes or bibliography, <i>and/or</i></p> <p>Plagiarised material amounting to more than 10% but less than 20% of the total assignment, <i>and/or</i></p> <p>Been formally disciplined for a low-level violation of academic integrity by VUW in the past.</p>	<p>Written warning, <i>(Clause 4.6.1 (f))</i> <i>and</i></p> <p>Zero marks for the piece of work, <i>(Clause 4.6.1 (l))</i></p>	<p>Public or private apology, <i>(Clause 4.6.1 (a))</i> <i>and/or</i></p> <p>Written undertaking as to future conduct, <i>(Clause 4.6.1 b))</i> <i>and/or</i></p> <p>Failure of the whole course, <i>(Clause 4.6.1 (l))</i> <i>and</i></p> <p>Requirement for the student to attend academic supervision for a prescribed period of time. <i>(Clause 4.6.1(c))</i></p>	<p>Mid level breach of academic integrity as described here would amount to Misconduct under the Student Conduct Statute. Penalties available are prescribed under Clause 4.6.1 of the Student Conduct Statute.</p>

### 3. Deciding Manager's finding - Serious breach

<b>Description of misconduct</b>  <i>Schools and programmes to develop examples relative to their disciplines, of what constitutes 'high level' violations, in accordance with this framework.</i>	<b>Recommended minimum action</b>  <i>(Student Conduct Statute reference)</i>	<b>Additional measures to be considered</b>  <i>(Student Conduct Statute reference)</i>	<b>Notes</b>
<p>Student has, for example: Failed to attribute direct quotes and has not listed references/sources in their footnotes or bibliography, and The plagiarised material amounts to more than 20% of the total assignment, and/or Demonstrated an intention to deceive, and/or Been formally disciplined for a mid- or high-level breach of academic integrity by VUW in the past.</p>	<p>Written warning, <i>(Clause 4.6.1 (f))</i> and Failure of the whole course, <i>(Clause 4.6.1 (l))</i> and Requirement for the student to attend academic supervision for a prescribed period of time. <i>(Clause 4.6.1 (c))</i></p>	<p>Disenrolment and exclusion from enrolment in all classes for a period not less than three months and not exceeding two years <i>(Clause 4.6.2 (c))</i> and/or Public or private apology, <i>(Clause 4.6.1 (a))</i> and/or Written undertaking as to future conduct, <i>(Clause 4.6.1(b))</i> and/or Suspension of access to all or any part of the University facilities or services for a period not exceeding two years. <i>(Clause 4.6.2 (d))</i></p>	<p>High-level breach of academic integrity as described here would amount to Serious Misconduct under the Student Conduct Statute. Penalties available are prescribed under Clauses 4.6.1 and 4.6.2 of the Student Conduct Statute.</p>