



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# **UCEM Code of Practice**

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Student academic and behavioural  
misconduct

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**UCEM Code of Practice**  
**Student Academic and Behavioural Conduct**

## Approval History

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01.00	12/02/2019	Quality Standards and Enhancement Committee (QSEC)

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00.01	31/01/2019	Taxonomy of documents project and revision to academic misconduct process	Helen Edwards
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# 1. Introduction

This chapter sets out the broad principles that guide UCEM's approach to managing academic and behavioural conduct.

UCEM aims to promote and develop consistently high standards of academic conduct and behaviour for its students, to prepare them for their professional and personal life, both during and after the completion of their programme.

UCEM anticipates that most of its students will understand and appreciate the importance of adopting and demonstrating good academic practice and professional standards at all times during their studies. However, UCEM also accepts that at times some students may intentionally or unintentionally not adopt and demonstrate the required academic and professional standards of conduct.

## 1.1 Scope

This Code of Practice and the accompanying procedures apply to all UCEM students studying at levels 3-7. UCEM makes the distinction between academic matters (for example, allegations of plagiarism) and non-academic or behavioural matters (for example, misconduct involving disruptive behaviour) and there are separate processes which are followed. This Code of Practice covers both student academic conduct and behavioral conduct. More extensive guidance on these two areas are available in the accompanying procedures.

This document does not cover conduct by staff towards students. Students must make any complaint about staff conduct through the Student Complaints Procedures. Similarly, students wishing to complain about the conduct of other students must use the Student Complaints Procedure.

# 2. Student academic misconduct

Good academic practice and academic integrity are central to the values promoted by UCEM. It is important that all UCEM students are assessed on their own ability and that no student is allowed to gain an unfair advantage over others, or to diminish the quality or academic standing of a UCEM award.

## 2.1 Definition of academic misconduct

UCEM defines academic misconduct as cheating, attempts to cheat, plagiarism, collusion and any other attempts to gain an unfair advantage in assessments.

## 2.2 Types of academic misconduct

**Plagiarism** – Is the fraudulent misrepresentation of the work of others – including ideas, arguments, words, diagrams, images and data – as one's own. This applies whatever the source e.g. UCEM study material, published books or documents, the Internet, the work of another student or company. It also includes the use of falsified referencing and misrepresenting secondary referencing.

**Self-plagiarism (or double submission)** – Is resubmitting previously submitted work on one or more occasions without proper acknowledgement for separate blocks of credit. It will not normally include work submitted for reassessment/retake within the same assessment.

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**Collusion** – Where two or more students submit a substantial amount of identical work in individual assignments each representing it as their own work, or knowingly allowing another student to copy one's own work.

**Contracting another to write a piece of assessed work or writing a piece of assessed work for another student** – This involves any means whereby a person does work (in whole or in part) on behalf of another which is submitted for assessment. It includes undertaking assessments for someone else by a fellow student, employer, employee, friend or family.

It also includes sitting an examination for someone else.

It includes information from 'cheat sites' or 'essay mills' or other sources.

**Falsification of data or making false declarations** – This includes where questionnaire results, interviews or other data are made up or altered.

It also includes making false declarations to obtain special examination or assessment arrangements.

**Bribery or attempting to influence UCEM staff** – You must not offer or give any member of UCEM staff money, gifts or any other advantage which is intended to induce or award impropriety in the marking and/or processing of your assessment.

This includes attempting to influence a marker or other UCEM official by writing additional notes on the assessment.

**Copying from, or communicating with, another examination candidate during an examination** – You must not communicate in any way with another student during an examination including during any periods of absence when the examination is in progress, must not disturb or distract other students, nor copy from them during an examination.

This includes aiding or attempting to aid another student or attempting to obtain such aid.

**Taking unauthorised material into an examination** – You must not take any unauthorised materials into the examination hall including permitted materials containing unauthorised or excessive annotation, and material held on electronic devices. You must not consult or attempt to consult any books, notes or material including those held electronically during the period of examination, this includes in the examination hall, and other areas candidates have access to, such as the toilets. It is not dependent on the actual use of, or an intention to use, any material or device that may have been taken into an examination.

**Ethical breaches** – You must ensure that research is conducted in an ethical and responsible manner. This includes ensuring that approval is granted before undertaking primary research and that data collected from participants is handled in an appropriate way.

## **2.3 Students at level 4 and below**

UCEM makes the distinction between poor academic practice and academic misconduct and is particularly mindful that students at level 4 and below need to learn to write in an academic style required for higher education level study. UCEM will therefore take into account the level of study when considering whether a case should be investigated under its Academic Misconduct Procedure.

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## **2.4 Investigation**

Cases of academic misconduct will be investigated in line with the UCEM Academic Misconduct Procedure. Please see Appendix B for a flowchart of the process.

The standard of proof is that of the 'balance of probabilities' rather than 'beyond all reasonable doubt'. Evidence indicating that, on balance of probabilities, academic misconduct has occurred will be deemed sufficient evidence for action to be taken.

Students who are accused of committing academic misconduct will be given a right to reply which is an opportunity to prepare a statement setting out any mitigating factors. Before a penalty is applied for academic misconduct the case will be reviewed by the Academic Misconduct Committee. Students are entitled to attend this meeting to present their case and can also be accompanied. For students that choose not to attend their response to the right to reply will be fully considered.

The committee will review the evidence and will consider both the severity and intent as well as the level of study, whether there are repeated instances and any mitigating factors provided by the student.

Proven cases of academic misconduct will be recorded on the student record and reported to the Board of Examiners.

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## 2.5 Penalties for academic misconduct

UCEM aims to ensure fairness and consistency in the application of penalties for cases of confirmed academic misconduct and the following penalty scale will be applied.

	<b>Extent and Significance</b>	<b>Intent To Deceive</b>	<b>Persistence of Misconduct</b>	<b>AMC PENALTY</b>	<b>Examples</b>
<b>A: Major</b>	<p>Extensive inclusion of high volumes of source material without any citation or attribution.</p> <p>An extremely high Turnitin Similarity Index may be an indicator.</p> <p>Such a high score could apply to someone who is unaware/unable to demonstrate good academic practice.</p>	<p>Blatant, systematic and intentional misrepresentation / misuse of source information or data apparent.</p> <p>Blatant and intentional collusion with another student to use or share substantial work as part of an individual assessment.</p>	<p>Repeated acts of misconduct demonstrating a refusal to learn from previous advice or sanctions.</p>	<p><b>A1:</b> Student removed from course without eligibility for lesser award;</p> <p><b>A2:</b> Student removed from course but eligible for lesser award;</p> <p><b>A3:</b> Student failed in relevant modules, with right to resit and classification capped at a pass.</p>	<ul style="list-style-type: none"> <li>• Plagiarism which is substantial in extent or importance: for example, reproducing material, which amounts to three or more pages, from a source / sources without acknowledgement; or the substantial use of ideas and arguments of a source or sources which does not appear in the references or bibliography, where the context is such that it is presented as the student's own ideas.</li> <li>• Falsification of data which is substantial in extent or importance, including the principal data on which the results of a PG dissertation / thesis are based.</li> <li>• Impersonation or being impersonated.</li> <li>• Cheating in written examinations which is extensive or systematic. This includes making false declarations in order to gain an advantage (such as claiming extra time to complete an examination).</li> <li>• Commissioning someone else to write the assignment, including the use of online academic writing services.</li> <li>• Failure to obtain ethical approval prior to conducting research (obtaining evidence illegally)</li> </ul>

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					<ul style="list-style-type: none"> <li>• Significant ethical breaches including conducting research without prior approval; not retaining personal data securely.</li> </ul>
<b>B: Significant</b>	<p>Inclusion of significant volumes of source material without citation or attribution.</p> <p>A high Turnitin Similarity Index may be an indicator.</p>	<p>The intentional misrepresentation / misuse of source data or information apparent.</p> <p>Intentional collusion with another student to use or share work as part of an individual assessment.</p>	<p>Intermittent acts of misconduct demonstrating a failure to learn from previous advice or sanctions.</p>	<p><b>B1:</b> Student failed in module in which misconduct took place with right to repeat; <b>B2:</b> Student has mark reduced to zero for assessment in which misconduct took place with right to repeat;</p>	<ul style="list-style-type: none"> <li>• Plagiarism which is significant in extent or importance: for example, the unattributed use of one or two substantial paragraphs.</li> <li>• Falsification of data which is significant in either extent or importance, including work where the data are the basis on which conclusions are derived and knowledge is claimed to be based.</li> <li>• Cheating in written examinations which may not be extensive. This includes making false declarations in order to gain an advantage (such as claiming extra time to complete an examination).</li> <li>• Collusion i.e. unauthorised collaboration on assessable written, oral or practical work with another person or persons.</li> </ul>
<b>C: Minor</b>	<p>Inclusion of source material without proper citation or attribution.</p> <p>A significant Turnitin Similarity Index may be an indicator.</p>	<p>The unintentional misrepresentation / misuse of source data or information apparent.</p> <p>Unintentional or accidental collusion with another student to use or share work as part of an</p>	<p>One-off act of misconduct demonstrating a failure to understand and apply proper referencing practice OR the student has previously received 'GAP' support for 'PAP'</p>	<p><b>C1:</b> Student has mark reduced to zero for specific question(s) / tasks in which misconduct took place with right to repeat;</p> <p><b>C2:</b> Student has mark reduced for assessment in which misconduct took place with right to repeat;</p>	<ul style="list-style-type: none"> <li>• Plagiarism which is minor in extent or importance: for example, the unattributed use of a few sentences or a short paragraph.</li> <li>• Falsification of data which is minor in either extent or importance, for example data associated with demonstrating known practices. Any falsification of experimental data which are intended to or would normally be expected to generate knowledge, including those in a postgraduate or a final year undergraduate project, cannot be regarded as minor.</li> <li>• To include any/all of those listed in 'D. Marginal'</li> <li>• The use of another Author's ideas or concepts which have been intentionally included as</li> </ul>

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		individual assessment.		<b>C3:</b> Student has mark reduced for specific question(s) / tasks in which misconduct took place with right to repeat.	<p>though the student's own work but are actually the work of others. No references, including citations are given.</p> <ul style="list-style-type: none"> <li>• The student has submitted work which is either identical or closely related to the work and ideas of another assignment previously submitted by themselves (replication)</li> <li>• Minor infringement of the <b>examination</b> venue rules (as set out in the conduct of examination rules)</li> <li>• Communicating or trying to communicate, with another student or individual during an examination, or attempting to observe or copy another student's written <b>examination</b> script</li> <li>• Taking unauthorized notes or devices into an <b>examination</b></li> </ul>
<b>D: Marginal (Poor Academic Practice) Further Education students studying at level 3 and below UG 1<sup>st</sup> year Modules (L4) and/or L5 entry students</b>	<p>Inclusion of some source material without proper citation or attribution.</p> <p>A low Turnitin Similarity Index. May be an indicator.</p> <p>This may not always be the case &amp; <b>could actually be a high score</b></p>	<p>No intention to misrepresent or misuse source data or information apparent.</p> <p>No Collusion with another student to use or share work as part of an individual assessment.</p>	<p>No previous history of academic misconduct</p> <p>Most likely unaware of good academic practice &amp; requires guidance</p>	<p><b>D1:</b> No penalty – Student sent advisory letter;</p> <p><b>D2:</b> No penalty – Student advised of no further action.</p> <p>Student advised of poor academic practice &amp; sent 'Good Academic Practice' support information, if applicable.</p>	<ul style="list-style-type: none"> <li>• Inconsistent, incorrect and/or incomplete referencing</li> <li>• Direct copying of 'chunks' of text, with or without acknowledging the source</li> <li>• Attempted but incorrect paraphrasing</li> <li>• Unintentionally reproducing an existing concept or idea &amp; no reference provided</li> <li>• Overuse of quotes and/or absence of quotation marks</li> <li>• Failing to acknowledge that they have received help with writing the assignment accurately using the English Language.</li> </ul>

## **3. Student behavioural misconduct**

UCEM communicates its conduct expectations of students through its Academic and General Regulations for Students; Terms and Condition of Contract; Student Charter and additionally for students studying on an apprenticeship programme through the Apprenticeship Student Conduct Expectations document which are available on the UCEM website. Non-compliance with these expectations will be considered on the grounds of either:

- Minor misconduct
- Major misconduct

Wherever appropriate, UCEM will attempt to resolve these issues without resorting to formal disciplinary processes. Where possible, UCEM staff will attempt to deal with unacceptable conduct issues through informal processes. Where this is not possible, UCEM staff will deal with the matter in accordance with this policy and the related Student Disciplinary Procedure.

### **3.1 Minor misconduct**

Where there is failure to observe UCEM conduct expectations, but the nature of the misconduct is not of a sufficiently serious nature or is not a recurring issue, it shall be treated as and dealt typically under Stage 1 of the Student Disciplinary Procedure. Examples of behaviour which would be considered as minor misconduct would include swearing or use of offensive/derogatory language or conduct that disrupts or improperly interferes with the teaching, learning, research, administrative or other activities of UCEM.

In addition, students studying an apprenticeship programme minor misconduct would include unauthorised absence or persistent lateness and insufficient engagement with learning activities.

Please see the Student Disciplinary Procedure for a more extensive list of what constitutes minor misconduct.

### **3.2 Major misconduct**

Where failure to observe UCEM conduct expectations is deemed of a sufficiently serious nature, it shall be treated as major misconduct. Examples of behaviour which would be considered as major misconduct include physical, sexual or racial assault or violent, indecent or abusive behaviour or bullying or harassment.

Please see the Student Disciplinary Procedure for a more extensive list of what constitutes major misconduct.

Where offences are criminal, UCEM will report these to the relevant authorities. Action taken under the Student Disciplinary Policy and Procedure may be deferred until the police action, criminal proceedings and/or civil proceedings against the student have been concluded. The student will be notified.

### **3.3 Liaison with employers and parents**

Where there is alleged misconduct by an apprenticeship student the student's employer shall be informed. In addition, where the apprenticeship student is aged under 19, or where the student is a 19-24-year-old care leaver, the student's parent/guardian shall be informed.

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## **3.4 Investigation**

Please see the accompanying Student Disciplinary Procedure for full details of how suspected disciplinary offences will be investigated. A summary of the process can also be found in Appendix A of this document.

### **3.4.1 Stage One**

In the first instance, the student will normally receive a formal written or verbal warning. A Stage One form will be completed, and a copy provided to the student and for students studying on an apprenticeship programme to the student's Apprenticeship Coordinator and employer.

Records will be kept on the student's file, and a further breach of UCEM conduct expectations will result in a disciplinary being taken to Stage 2.

### **3.4.2 Stage Two**

In the second instance, or in more serious cases of disciplinary matters, a Stage 2 disciplinary meeting is held. The outcomes of the Stage 2 disciplinary meeting will be sent to the student and, where relevant, the parent/guardian. For students on an apprenticeship programme a copy will also be provided to their employer. The letter will detail the actions arising from the meeting and the consequences of not meeting those actions.

Records will be kept on the student's file, and a further breach will result in disciplinary action being taken to Stage 3.

### **3.4.3 Stage Three – Final Disciplinary**

Should further improvements not be made, and in the most serious cases of disciplinary matters, the student will be invited to a Stage 3 disciplinary meeting with a member of UCEM's Senior Leadership Team (SLT), usually a Vice Principal and Dean of School / Associate Dean or Head of Department, who will consider the case and make recommendations for further actions.

The outcomes of the Stage 3 disciplinary meeting will be sent to the student and, where applicable, the student's parent/guardian. For students on an apprenticeship programme a copy will also be provided to their employer. The letter will detail the actions arising from the meeting and the consequences of not meeting those actions. This may be the final written warning, and failure to comply with conditions set out in the letter and/or any further breaches of UCEM conduct expectations could result in temporary exclusion or the termination of study by the Principal, or on the authority delegated to the Deputy Principal.

## **3.5 Potential sanctions / outcomes**

One or more of a combination of the following sanctions may be issued as a result of a disciplinary offence:

- i) Written pledge from the student to improve conduct for a defined a period.
- ii) A formal apology by the student to an individual or individuals.

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- iii) First Written Warning – usually the letter following Stage 2, detailing the actions arising from the Stage 2 meeting and the consequences of not meeting those actions.
- iv) Final Written Warning – usually the letter following Stage 3, detailing the actions arising from the meeting and the consequences of not meeting those actions.
- v) Payment for the cost of repairing damage or replacing damaged item(s) as appropriate, in the case of damage to property or any other situation involving financial loss.
- vi) Temporary exclusion for a fixed period of time by the Principal or authority delegated to the Deputy Principal. The terms will be notified to the student in writing, and may include a requirement that the student shall have no contact with a named person or persons.
- vii) Termination of study by the Principal, or authority delegated to the Deputy Principal.

Matters dealt with under Stage 3 of the Student Disciplinary Procedure may result in termination of study with UCEM (see also Sections 6.2 and 10 of the Academic and General Regulations for Students). In the event of termination, UCEM also reserves the right to revoke any award in accordance with Section 9.4 of the Academic and General Regulations for Students (Level 3) and 9.5 of the Academic and General Regulations for Students (Levels 4-7). This may occur following a disciplinary offence, as detailed in Section 10 of the Academic and General Regulations for Students (Level 3 and Levels 4-7), which would have resulted in a decision not to grant an award.

In determining the appropriate sanction, factors including the following will be taken into account:

- i. the degree of remorse shown by the student;
- ii. efforts shown by the student to resolve and remedy the situation;
- iii. the extent of any harm caused to others;
- iv. the level of impact on others;
- v. the level of intent shown.

## 4. Right of appeal

Any decision to impose a sanction as a result of an academic or disciplinary offence is subject to the student's right of appeals under the UCEM Code of Practice chapter on Complaints and Appeals. Students wishing to appeal may submit an appeal as outlined in the UCEM Student Appeals Procedure.

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## **Appendix A: Related documents**

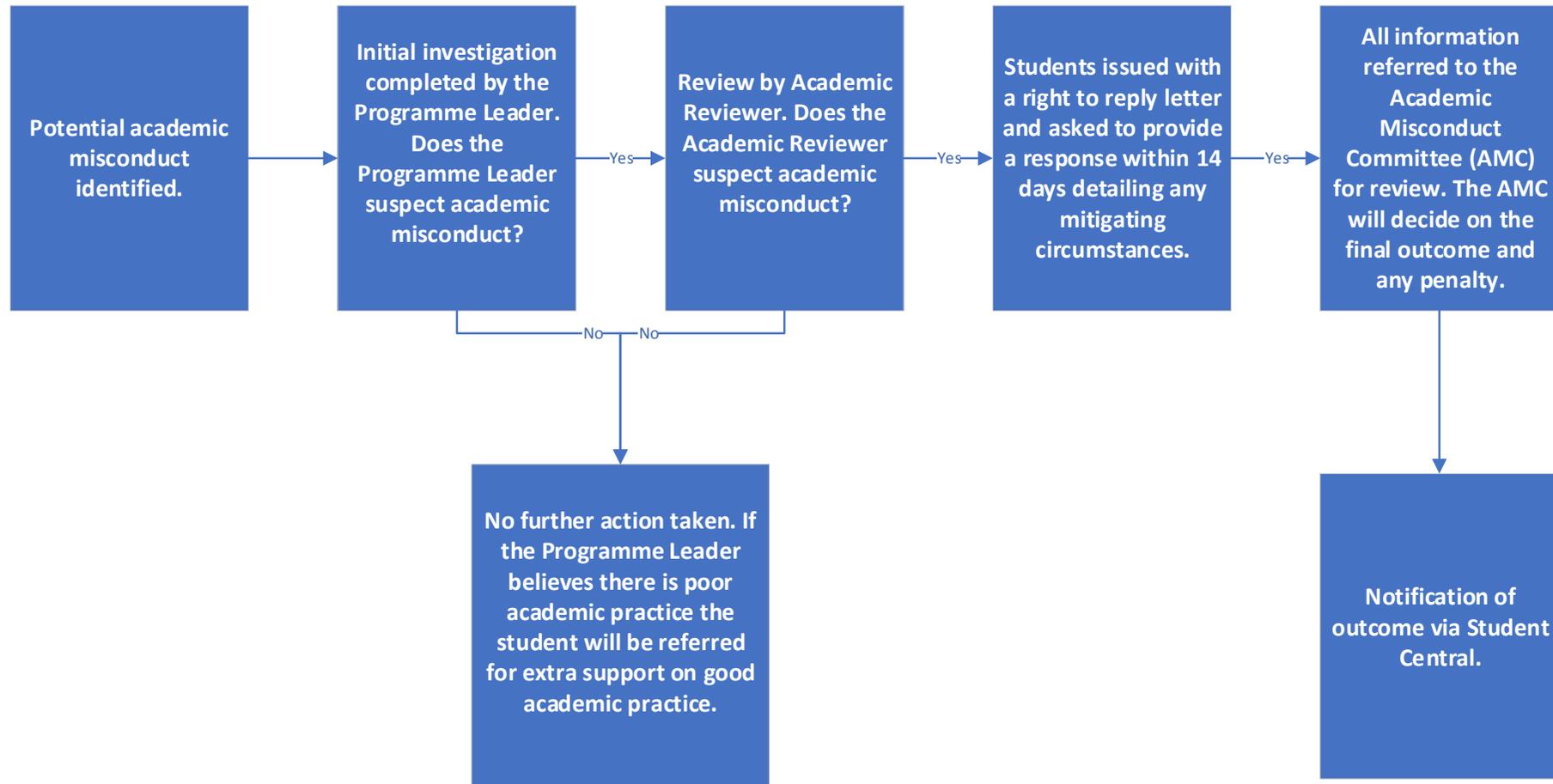
- [Terms and Conditions of Contract,](#)
- [Terms and Conditions of Contract – Apprenticeship Students,](#)
- [Academic and General Regulations for Students \(Level 3 and Levels 4-7\),](#)
- [UCEM Safeguarding Policy,](#)
- [UCEM Prevent Policy,](#)
- [UCEM Privacy Policy,](#)
- [UCEM Code of Practice: Equality and Diversity,](#)
- [UCEM Code of Practice chapter on Disability and Additional Needs,](#)
- [UCEM Code of Practice chapter on Student Complaints and Appeals,](#)
- [UCEM Student Complaints Procedure](#)
- [UCEM Student Appeals Procedure.](#)
- [Student Charter](#)

Signed by: *Jane Fawkes*  
Jane Fawkes  
Chair of the Quality Standards and Enhancement Committee

Date: 26/3/19

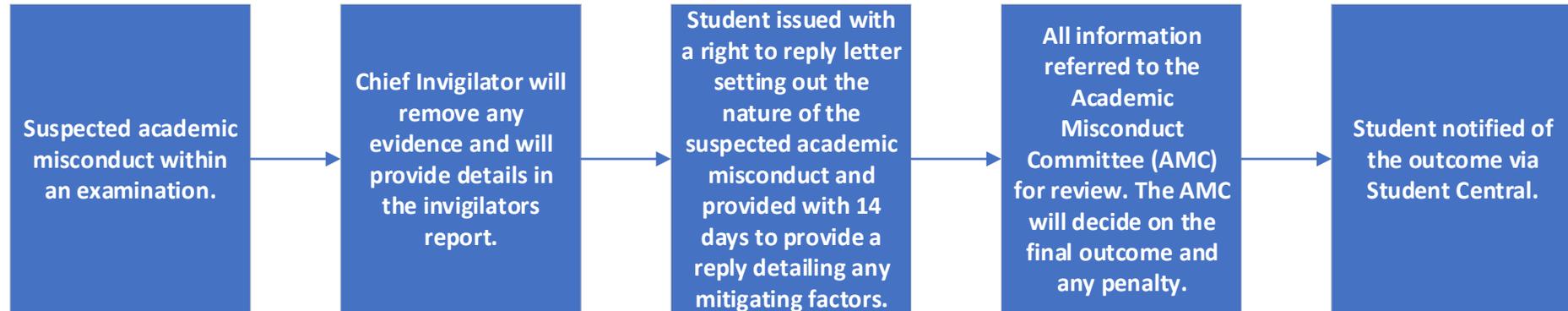
## Appendix B: Overview of academic misconduct process

### Course Work



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**Examinations**



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# Appendix C: Overview of disciplinary process

## UCEM Student Disciplinary Process

