



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

UCEM Code of Practice

Student Academic and Behavioural Conduct

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UCEM Code of Practice
Student Academic and Behavioural Conduct

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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.

This Code of Practice is separate from [UCEM's Fitness to Study Procedure \(opens new window\)](#), which outlines the procedure that will be followed if there are concerns regarding a student's fitness to study i.e. their ability to engage effectively and safely with their studies as a student of UCEM in accordance with the expectations set out in the Student Charter, without unreasonably affecting their wellbeing.

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 behavioural 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 Procedure \(opens new window\)](#). 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.

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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.

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 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 assessment arrangements, including providing false information as part of mitigating circumstances submissions.

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.

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.

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.

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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. Mitigating factors may include (but are not limited to) a disability or mental health issues. Before a penalty is applied for academic misconduct the case will be reviewed by the Academic Misconduct Panel. 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 panel 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.

| A: Major | Extent and Significance | Intent To Deceive | Persistence of Misconduct | AMC PENALTY | Examples |
|----------|---|--|--|---|--|
| | <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>A1: Student removed from course without eligibility for lesser award;</p> <p>A2: Student removed from course but eligible for lesser award;</p> <p>A3: Student failed in relevant modules, with right to resit and classification capped at a pass.</p> | <ul style="list-style-type: none"> • 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. • 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. • Impersonation or being impersonated. • Commissioning someone else to write the assignment, including the use of online academic writing services. • Failure to obtain ethical approval prior to conducting research (obtaining evidence illegally). • Significant ethical breaches including conducting research without prior approval; not retaining personal data securely. |

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| <p>B: Significant</p> | <p>Extent and Significance</p> <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>Intent To Deceive</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>Persistence of Misconduct</p> <p>Intermittent acts of misconduct demonstrating a failure to learn from previous advice or sanctions.</p> | <p>AMC PENALTY</p> <p>B1: Student failed in module in which misconduct took place with right to repeat;</p> <p>B2: Student has mark reduced to zero for assessment in which misconduct took place with right to repeat;</p> | <p>Examples</p> <ul style="list-style-type: none"> • Plagiarism which is significant in extent or importance: for example, the unattributed use of substantial paragraphs. • 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. • Collusion i.e. unauthorised collaboration on assessable written, oral, or practical work with another person or persons. |
| <p>C: Minor</p> | <p>Extent and Significance</p> <p>Inclusion of source material without proper citation or attribution.</p> <p>A significant Turnitin Similarity Index may be an indicator.</p> | <p>Intent To Deceive</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 individual assessment.</p> | <p>Persistence of Misconduct</p> <p>One-off act of misconduct demonstrating a failure to understand and apply proper referencing practice;</p> <p>OR</p> | <p>AMC PENALTY</p> <p>C1: Student has mark reduced to zero for specific question(s) / tasks in which misconduct took place with right to repeat;</p> <p>C2: Student has mark reduced for assessment in which misconduct took place with right to repeat;</p> | <p>Examples</p> <ul style="list-style-type: none"> • Plagiarism which is minor in extent or importance: for example, the unattributed use of a few sentences or a short paragraph. • 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. • To include any/all of those listed in ‘D. Marginal’ • The use of another Author’s ideas or concepts which have been intentionally included as though the student’s own work but are actually |

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| | | | the student has previously received good academic practice support for poor academic practice. | C3: Student has mark reduced for specific question(s) / tasks in which misconduct took place with right to repeat. | the work of others. No references, including citations are given. <ul style="list-style-type: none"> 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). |
| D: Marginal (Poor Academic Practice) Further Education students studying at level 3 and below UG 1st year Modules (L4) and/or L5 entry students | Extent and Significance Inclusion of some source material without proper citation or attribution. A low Turnitin Similarity Index. May be an indicator. This may not always be the case & could actually be a high score. | Intent To Deceive No intention to misrepresent or misuse source data or information apparent. No Collusion with another student to use or share work as part of an individual assessment. | Persistence of Misconduct No previous history of academic misconduct. Most likely unaware of good academic practice & requires guidance. | AMC PENALTY D1: No penalty – Student sent advisory letter; D2: No penalty – Student advised of no further action. Student advised of poor academic practice & sent good academic practice support information, if applicable. | Examples <ul style="list-style-type: none"> Inconsistent, incorrect, and/or incomplete referencing. Direct copying of ‘chunks’ of text, with or without acknowledging the source. Attempted but incorrect paraphrasing. Unintentionally reproducing an existing concept or idea & no reference provided. Overuse of quotes and/or absence of quotation marks. |

3. Student behavioural misconduct

UCEM communicates its conduct expectations of students through its [Academic and Programme Regulations \(opens new window\)](#); [Terms and Conditions of Contract \(opens new window\)](#), [Student Charter \(opens new window\)](#) and additionally for students studying on an apprenticeship programme through the [Apprenticeship Student Conduct Expectations document \(opens new window\)](#) 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 \(opens in new window\)](#).

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 (of any kind, including on the grounds of race, sexuality, gender or gender identity) 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.

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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.

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 Outcomes Officer 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 Executive, 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:

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

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- 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.
- Final Written Warning – usually the letter following Stage 3, detailing the actions arising from the meeting and the consequences of not meeting those actions.
- 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.
- 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.
- 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 or exclusion (see also Sections 9, 10 and 11 of the Academic and Programme Regulations (Level 3) and sections 10,11 and 12 of the Academic and Programme I Regulations(Levels 4-7)). In the event of termination, UCEM also reserves the right to revoke any award in accordance with Section 7.2 of the Academic and General Regulations for Students (Level 3) and 8.1 of the Academic and General Regulations for Students (Levels 4-7). This may occur following a disciplinary offence.

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

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

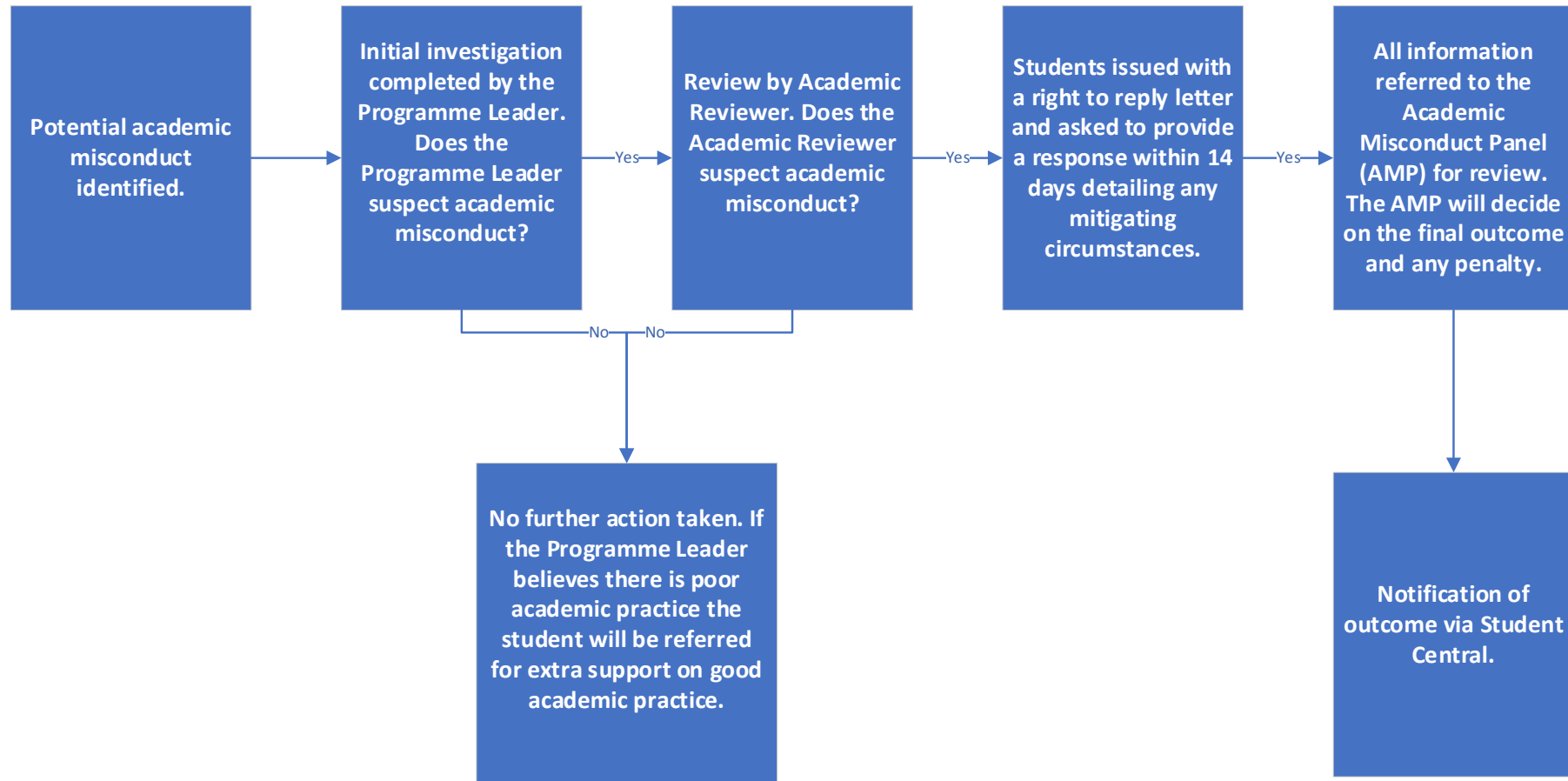
4. Right of appeal

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.

Appendix A: Related documents

- [Terms and Conditions of Contract \(opens new window\)](#),
- [Academic and Programme Regulations \(opens new window\)](#),
- [UCEM Safeguarding Procedure \(opens new window\)](#),
- [UCEM Prevent Procedure \(opens new window\)](#),
- [UCEM Privacy Policy \(opens new window\)](#),
- [UCEM Code of Practice: Equality and Diversity \(opens new window\)](#),
- [UCEM Code of Practice chapter on Neurodiversity, Disability and Wellbeing \(opens new window\)](#),
- [UCEM Code of Practice chapter on Student Complaints and Appeals \(opens new window\)](#),
- [UCEM Student Complaints Procedure \(opens new window\)](#),
- [UCEM Student Appeals Procedure \(opens new window\)](#),
- [Student Charter \(opens new window\)](#)

Appendix B: Overview of academic misconduct process



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Appendix C: Overview of disciplinary process

UCEM Student Disciplinary Process

