



Code of Conduct – guidelines for undergraduates reading for the B.Sc. (Hons) in Earth Systems

1. Submission of Assignments and other Non-Examination Assessment Components

- Unless otherwise instructed, all assignments are to be submitted using the VLE.
- Assignments handed in late may incur a penalty, which will be specified in the study-unit syllabus document. It is also possible that work submitted late will not be accepted, with decisions concerning penalties/acceptance solely at the discretion of the lecturer concerned.
- If a valid reason is provided in writing for late submissions, the above penalties may be waived. The student also has the right of appeal to the Institute Disciplinary Board in connection with any penalties incurred.

2. Attendance and Punctuality

- Attendance of all timetabled sessions is compulsory.
- Students who are absent without a justification for more than 15% of the teaching time allocated to any one study-unit will not be allowed to sit for any of the assessment components of that study-unit.
- An attendance sheet will be circulated and collected by the lecturer normally during the first 5 minutes of each session.
 - Students arriving up to 5 minutes late may proceed to their seats.
 - Students arriving more than 5 but less than 15 minutes late must provide the lecturer with a written explanation for their late arrival (by 20:00 hrs of that same day).
 - Students arriving more than 15 minutes late are expected not to disrupt the session. They may wait to be admitted, at the lecturer's discretion, during a suitable break, and must provide a written explanation for their late arrival (by 20.00 hrs of that same day).
 - Repeated lateness, even if by no more than 5 minutes each time, may be referred to the Institute's Disciplinary Board.

- Use of University transport is compulsory for fieldwork, unless otherwise agreed with the lecturer concerned. Punctuality is imperative. Transport will leave precisely on time, regardless of latecomers. Students will not be excused for missing fieldwork if their absence is due to unjustified lateness.

3. Appropriate Behaviour during Lectures

- Inappropriate behaviour during lectures and other sessions may result in disciplinary measures, which may include the student being prohibited from attending sessions of the study-unit in question.
- Recording of lectures is only allowed with the explicit permission of the lecturer concerned.
- Mobile phones must be switched off except for exceptional circumstances, in which case the lecturer's specific permission is required.
- Students may use computers or tablets for note-taking during lectures. Use of the Internet during lectures may be allowed at the lecturer's discretion, but any accessing of social media is strictly forbidden.
- Penalties for unauthorised or inappropriate internet use during lectures may include the student not being allowed to use a computer/tablet or any other such device during the remaining sessions of the particular study-unit. Repeated infringements may result in the student being expelled from the unit's sessions, and the case may be referred to the Institute's Disciplinary Board.

4. Use of Artificial Intelligence

- Use of generative AI and AI-assisted technologies in the writing process should be limited to the following:
 - a) as a research tool similar to a search engine and to find information on the internet;
 - b) to facilitate brainstorming and the planning of written work; and
 - c) to aid comprehension;
 - d) to improve readability and language of the work.
- Any other use of AI and AI-assisted technologies in the writing process will be considered as "unauthorised use" and penalised accordingly. Students can be called in for an interview related to their work wherever there is a suspicion of such unauthorised use.

- Use of Artificial Intelligence should be done with human oversight and control, and students should carefully review and edit the result, because AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. The students are ultimately responsible and accountable for the contents of the work.
- Students should include a sheet with ALL submitted work in which they disclose the use of AI and AI-assisted technologies, The sheet should be worded as follows and signed:

During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON].

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