



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

- Assignment submission deadlines will all be set to 11.00 am on a weekday, and assignments are to be submitted using the VLE.
- During the hour following the deadline, i.e. by no later than 12.00 noon, students may submit their assignments by email to the lecturer concerned or as a hard copy handed in at Faculty Office, and may incur a penalty of a 10% deduction in the marks awarded.
- If the assignment is either handed in later than one hour after the deadline or is not handed in at all, the student may be awarded a grade F.
- 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 a total of 4 hours of the sessions for any one study-unit may be prevented by the lecturer from being assessed on that 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, and punctuality is imperative. Transport will leave precisely on time, regardless of latecomers.

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.