



Guild of  
Architectural  
Ironmongers



# Student Code of Conduct

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Created: January 2024

## Student Conduct Policy

For the purposes of this policy, coursework will be construed as including any assessed work that is undertaken in a non-invigilated environment (for example block assessments and offline coursework).

Whilst we encourage students to seek advice and support from others all online and written pieces of work must be your own work.

Cheating, which is defined as the attempt to gain an advantage for oneself or another by deceit, as well as other forms of misconduct, will be seen as breaches of discipline and therefore will be subject to disciplinary action.

## Disabilities

The GAI is committed to complying with its obligations under the Equality Act 2010. If you are a person with a disability within the meaning of the Equality Act 2010, reasonable adjustments will be considered and made as appropriate.

In applying this procedure, consideration will be given that conduct may be related to a disability and, if so, whether there are reasonable adjustments that could be made to your studying and revision arrangements, including providing additional equipment or training.

In appropriate cases, we may consider making further adjustments to this procedure to accommodate disability and ill-health. Such adjustments may include extending time limits, and/or permitting you additional support in examinations.

You should contact the GAI Training Manager to discuss or inform us of any medical condition you consider relevant. Such information will be treated sensitively and confidentially by the GAI and restricted solely to those who need to know.

## Plagiarism

For the purposes of this policy, plagiarism is defined as “the fraudulent representation of another's work as one's own.”

This applies whatever the source of the material (for example, a published source, the internet, or the work of another). It also applies whether the material is copied word for word or paraphrased, regardless of what extent the source material is copied or paraphrased.

Taking a copy of another student's work with or without their permission is not allowed, nor is reproduction of work assessed elsewhere such as previous years coursework or examinations.

Unless explicitly stated by the GAI it is NOT permissible for a piece of work submitted for assessment to include sections which are drawn from another piece of work already submitted for a GAI qualification. Any material from another piece of work should be referenced accordingly.

## Collusion

Collusion is defined in this instance by the GAI as

- acting with another student with the intention to deceive. This extends to the act of covering up or making untrue or misleading statements on behalf of another student regarding the act or commission of an act of academic misconduct.
- Contracting to cheat by commissioning a third party (e.g.: company/colleague/another student) to produce an assessment which is then submitted. Please note that payment of any kind need not have been requested or made. This will be classed as academic misconduct.
- Acting as an intermediary for another student to commission a third party as above. Acting as an intermediary may cover acting as a "middle person" to aid or facilitate another student to contract to cheat.
- It could also extend to recommending or signposting another student to a company or website knowing that the student intended to contract to cheat. This is a disciplinary offence which is actionable under the Guild of Architectural Ironmongers Student Disciplinary Policy as a breach of the Regulations for Student Conduct.

## Misconduct

Cheating and other academic misconduct in written or online examinations (including in-class tests and mock examinations administered by the Guild of Architectural Ironmongers include, but are not restricted to:

- i. Taking into the examination, or possessing while in the examination, any books, memoranda, notes or other similar material (including material held electronically) except for a student who is permitted to deposit such material in an area designated by the invigilator prior to the start of the examination. Material which has been supplied by the invigilator or authorised by the Examiners will be allowed.

Taking into the examination or possessing while in the examination any device which permits communication with others or receipt of communication from others or transmission or receipt of information; Mobile phones, Smart watches, headphones, earpieces, and any other related technology for example.

Copying from, consulting or otherwise making use of another candidate's script; or attempting to copy from, consult or otherwise make use of another candidate's script.

Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person.

Impersonating or attempting to impersonate another candidate or being knowingly impersonated.

## Gamification

The manipulative or exploitative potential of gamification in online or offline coursework is not acceptable and any student found to be gamifying the software to unlawfully gain a lead above all other students. This is a disciplinary offence which is actionable under the Guild of Architectural Ironmongers Student Disciplinary Policy as a breach of the Regulations for Student Conduct.

## Other academic misconduct in written examinations

Candidates are not allowed under any circumstances to talk to each other or to behave in a manner likely to disturb or distract other candidates during an examination.

Candidates are not permitted to smoke in the exam room. This includes the use of e-cigarettes.

Candidates are not permitted to eat in the exam room and are permitted to drink still water only in an unlabelled bottle except where a specific alternative arrangement has been agreed in respect of eating and/or drinking in the exam room, which would normally be on the grounds of health or wellbeing.

It is forbidden to remove an examination paper or drawing or a part of an examination script from the examination room.

Invigilators are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. Invigilators will report candidates whose conduct appears to constitute cheating.

It is an offence to disregard a legitimate instruction given by an invigilator. Candidates failing to comply with such instructions will be liable to disciplinary action.

It is an offence of academic misconduct not to disclose information, when asked, in respect of prior knowledge, competence or experience which is relevant to a module for which the student has applied or registered.

Invigilators may record room layouts and the examinations themselves. Any such recording may be used as evidence in the event of actual or potential misconduct. Recordings will be stored securely and deleted after a set period following the examination.

## Penalties

It must be emphasised that the most serious view is taken within the Guild of Architectural Ironmongers of cheating and other academic misconduct, whether in written examinations, block assessments or coursework.

Any such case will be treated as a disciplinary matter and will be referred to the Chairperson of the Education Examination Committee who may impose a penalty or refer the matter to the Education Committee on Academic Misconduct which has the power to impose more severe penalties including expulsion from the Guild of Architectural Ironmongers training programme and the Guild itself.

Student Signature: \_\_\_\_\_

GAI Staff Signature: \_\_\_\_\_