

Extract from the Student Handbook 2011-12: University Discipline

General University Regulations

It is the duty of the University to maintain good order and discipline among its members. The University and the Colleges have the power to prescribe such regulations as may from time to time be thought expedient for effectively carrying out that duty. The regulations set out below are the University's General Regulations for discipline. University disciplinary regulations are given in full in the Statutes and Ordinances (Chapter II: Matriculation, Residence, Admission to Degrees, Discipline).

The General Regulations provide that:

- A. No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University, or any part thereof, or of any College.
 - B. No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a code of practice issued under the provisions of section 43 of the Education (No 2) Act 1986.
 - C. No member of the University shall intentionally occupy or use any property of the University or of any College except as may be expressly or by implication authorized by the University or College authorities concerned.
 - D. No member of the University shall intentionally or recklessly damage or deface or knowingly misappropriate any property of the University or of any College.
 - E. No member of the University shall intentionally or recklessly endanger the safety, health, or property of any member, officer, or employee of the University within the Precincts of the University.
 - F. No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.
* Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement.
 - G. No member of the University shall forge or falsify or knowingly make improper use of any degree certificate or other document attesting to academic achievement nor shall he knowingly make false statements concerning standing or concerning results in examinations.
 - H. All members of the University shall comply with any instruction given by a University officer, or by any other person authorized to act on behalf of the University, in the proper discharge of his or her duties.
 - I. All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or by any other person in authority in the University or in any of the Colleges in the University.
1. Regulations 1-9 above, the regulations for the initiation of proceedings under these regulations, the regulations for motor vehicles, and the regulations for bicycles and boats, shall apply to persons *in statu pupillari* who have not matriculated as if such persons were members of the University.

Plagiarism and collusion in work submitted for assessment

It is your responsibility to:

1. Read, and ensure that you understand, the University-wide statement on plagiarism which defines plagiarism and the forms that it can take. The statement follows the Regulations for discipline in *Statutes and Ordinances*.
2. At an early stage, and well before you are required to submit any work for assessment, familiarise yourself with guidance issued by your faculty or department which outlines the referencing techniques and other academic conventions that you will be expected to adhere to.
3. Ensure that you always follow these conventions, and ask for clarification or support if you need it.

For further information and guidance please see the University's plagiarism and good academic practice website.

Disciplinary Procedure

Any complaint by the Proctors, or by any other member or employee of the University, that a junior member of the University has committed an offence against the disciplinary regulations is considered by the University Advocate, who decides whether a charge shall be brought. If the complaint is of a minor offence, the case may be dealt with by the Summary Court, which consists of a Chairman, one senior member of the University, and one junior member. The Summary Court has power to impose fines not exceeding £175 and to order payment of compensation not exceeding £250.

If the University Advocate considers that the alleged offence is a serious one, the charge will be dealt with by the Court of Discipline. The Chairman of this Court is legally qualified or experienced judicially and may be a non-resident member of the University. The other members of the Court are two senior members and two junior members, but, if the person charged so requests, the Court includes four senior members and no junior members. The Court normally sits in camera. The Court has power to impose sentences of deprivation or suspension of membership of the University, deprivation or suspension of degree, rustication and any other sentence which it considers lighter, and may order payment of compensation.

There is provision for appeals from decisions of the Court of Discipline to another court, the Septemviri, which consists of seven senior members of the University. The Septemviri may quash the finding or vary the sentence within the limits of the power of the Court of Discipline. The Court of Discipline itself acts as a court of appeal against decisions of the Summary Court, and the Summary Court can hear appeals against library fines, fines for offences against the regulations for motor vehicles, etc. The decision of each court, when it is acting as a court of appeal, is final.

A person appearing before a University court is allowed assistance and representation if they so wish, and may call witnesses. The Faculty of Law operates a voluntary scheme whereby members of the Faculty offer free legal advice and representation. Students who wish to take advantage of this arrangement should consult the Secretary of the Faculty Board of Law, who maintains a list of officers willing to act in this way. Alternatively, students may wish to employ professional assistance, at their own expense.

The regulations for the University courts can be found in the Statutes and Ordinances (<http://www.admin.cam.ac.uk/univ/so/pdfs/>):

J. Statute B, Chapter 6: Discipline and the University Courts

Ordinances, Chapter II: Matriculation, Residence, Admission to Degrees, Discipline

[Currently online at: www.cam.ac.uk/staffstudents/studenthandbook/univ/discipline.html]