Regulations and Guidance for Students on Online Programmes

REGULATIONS

General Conduct

No student shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College.

College and University Authorities: All students shall comply with any instruction given by any person authorised to act on behalf of the College in the proper discharge of his or her duties.

GUIDANCE

Data Protection

An important aspect of complying with data protection legislation is being open and transparent with individuals about how their personal data will be used by the College. The College processes personal data in numerous targeted ways depending on the context of the interaction with the individual and the relationship of the individual with the College.

During the application process, every student is required to acknowledge that they have read the College's privacy notice for International Programmes Students. This privacy notice sets out how your personal data (including sensitive personal data as defined in the General Data Protection Regulations (GDPR)) is processed by the College, how long it is kept for and how it is shared. It sets out your rights under the GDPR; for more information please see the College privacy notice or the ICO guidance on individual rights.

The College is required to process your data according to the provisions of the Data Protection Act 2018, which safeguards the rights of all individuals concerned. The College's Data Protection Policy incorporates the Provisions of GDPR and is available on the College's website or from the College's Data Protection lead (dpo@pem.cam.ac.uk).

Academic Misconduct Policy

International Programme (IP) students are required to abide by and adhere to the University's conventions on good academic practice and plagiarism as set out on the website: https://www.plagiarism.admin.cam.ac.uk/what-academic-misconduct

The webpages provide guidance regarding how to conform to the academic conventions used at the University of Cambridge, including raising awareness of plagiarism, what constitutes plagiarism and how to avoid it.

By signing the Rules of Conduct at the time of application, students have confirmed that they will abide with these conventions of good academic practice.

Please note: along with the definition of academic misconduct used by the University, IP considers academic misconduct to include self-plagiarism, secondary plagiarism (where a secondary source is used but only the primary sources contained within the secondary source are cited) and use of artificial intelligence (AI) e.g., ChatGPT.

Student submissions on the IP programmes will be checked on Turnitin software (which includes detection of the use of AI).

Investigation

Where plagiarism is detected by IP or flagged up by the supervisor or lecturer, IP may interview the student having shared the Turnitin report or other evidence with the student in advance. The student can bring a supporter to the meeting. IP will determine the penalty – see next section.

Please note: where IP determines that a minor breach has taken place, IP will have the power to act within the existing marking process without holding an investigative meeting.

IP reserves the right to check other pieces submitted during the summer programme by the student on Turnitin.

Outcome and penalty

The outcome of the investigation can range from dismissing the case (no plagiarism detected) to the scale listed below.

The penalty will vary according to (a) the weighting of the component in which the misconduct is detected; and (b) the severity of the misconduct.

Penalties can be from light to serious on a scale:

(i)   offer a warning where the issue is deemed to be very minor and label this as 'poor academic practice'
(ii)   deduct a specified number of marks from the assignment
(iii)   require a new submission for the full mark profile
(iv)   require a new submission for a mark capped at the pass mark
(v)   award a mark capped at the pass mark
(vi)   award a mark of zero with no resubmission.

We note that (iii) and (iv) may not be feasible given the short duration of the IP programmes.

In addition, where plagiarism is detected, no references will be provided by the IP staff, lecturers and supervisors. IP will create an internal record of these cases to prevent students requesting references at a future date.

Appeal

If a student does not accept the penalty imposed, they can appeal to the College Board of Examiners in a written submission within 2 days after being informed. The Board then may choose additionally to interview the student. The decision of the College Board of Examiners is final.

Dignity at Work and Study, and Appropriate Relationships

The University and College seek to provide an environment conducive to learning and as educational establishments and employers are under the Sex Discrimination Act (1975), the Race Relations Act (1976), the Race Relations (Amendment) Act (2002) and the Equality Act (2010) obliged to provide an environment free from discrimination and bullying.

No member of the College shall knowingly or wilfully subject another to racial or sexual harassment. Harassment and bullying are difficult to define, but the College follows the University's code of practice on this matter.

All students have the right not to experience either direct or indirect racism/sexism or bullying.

Dignity at Work and Study

Pembroke College is committed to protecting the dignity of students as members of its community in their work, their study, and indeed all their interactions with each other. It fosters a culture which values positive, supportive and open interactions, and which promotes good working relationships.

The College recognises that to work and study effectively people need a climate in which they are respected and valued for their contribution to work and study, irrespective of their sex (including gender reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, or age. The College is committed to upholding freedom of speech as an essential element of this climate and culture, and while it has certain statutory and legal obligations – for instance to protect students from the risk of radicalisation and violent extremism – it is important to state here that radicalisation is not the same as belonging to a religious group or ethnic minority.

The College recognises their duty of care to students in this respect. Inappropriate behaviour can result in stress and stress-related illness. All members of the College share this duty, and especially those who have some responsibility for other members. The College expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of this community have the right to expect such behaviour from others, and a corresponding responsibility to behave in this way towards others.

There is a need nevertheless for procedures to deal with particular inappropriate behaviour, including bullying, harassment, victimisation, or discrimination, in an informal context as well as that of work or study, which may have a damaging effect on the well-being of individuals within the College. Behaviour is defined as inappropriate if it is unwanted by the recipient; perceived by the recipient as violating their dignity, and/or creating an intimidating, hostile, degrading, humiliating or offensive environment, and; having regard to all the circumstances, including the recipient's perception, the behaviour could reasonably be considered as having that effect.

The procedures for dealing with such behaviour work in conjunction with the College's overall Complaints Procedures, which may be used if a formal complaint is made or if the circumstances complained about do not fall clearly within the range described here.

If any student feels uncomfortable as a result of the inappropriate behaviour of a member of the College's staff or another student, the best resolution may well be by means of an open and honest discussion, with support if necessary from any of the following: fellow students, their lecturers, or a member of the International Programmes Department.

Code of Conduct between students and staff

The professional relationship between a student and an International Programmes (IP) staff member is a central part of a student's educational development.

All students are required, at all times, to conduct themselves in an appropriate manner in their day to day activities, including in their dealings with other students, staff and external organisations.

International Programmes has a "zero-tolerance" policy for staff-student non-professional relationships.

Students **must not** enter into a romantic or sexual relationship with any staff member, whether working on a programme managed by the International Programmes Department, or not.

A relationship between a member of staff and a student cannot be a relationship between equals. Any romantic or sexual relationship between a staff member and a student raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and moreover may carry a serious reputational risk for the College.

Any student must not:
- make inappropriate remarks to a staff member (including email, text messages, phone or letter etc.)
- attempt to form or promote a relationship with a member of staff, which is of a romantic or sexual nature
- discuss their own sexual relationships or encourage a member of staff to discuss theirs
- make (or encourage others to make) unprofessional, personal comments in any form of communication (e-mail, conversations or social networking comments)

- behave in a manner which would lead any reasonable person to question their intentions

Any student who is, or who has been, involved in romantic or sexual relationships with a staff member, and who does not consider their involvement to be, or to have been, truly consensual, has the right of complaint under the College's harassment policy.

In the event of any non-professional relationship developing, please immediately declare this relationship to the Director of International Programmes. The Director of International Programmes will make arrangements to ensure that the staff member is removed from all contact with the student concerned. All information and disclosures will be treated in confidence, unless otherwise agreed by the parties involved, and/or there is a formal obligation on the College to disclose such information to an external regulatory body.

Online Etiquette

You are expected to keep the guidance below in mind when participating in your supervisions and social activities. It sets out the mutual expectations between supervisors and students in an online environment and recommends how to practice good behaviour to maintain a safe, respectful and constructive learning environment.

The online etiquette provided to supervisors is also included below to show what is expected of supervisors when conducting the supervision sessions.

	Students	Supervisors
Setting up	Creating an appropriate environment • Try to find or create a suitable space from which to participate in your online supervision, using a neutral area such as a study area rather than a bedroom, if possible. • Make sure you have everything that you might need during the supervision to hand to avoid any interruptions. • If possible, find a position where you are well lit from the front rather than the back so that your supervisor can see your face. • Ensure that you are appropriately dressed. Preparing your technology • Familiarise yourself with the platform(s) that you will be using for your supervisions and test your audio setup. • Make sure you know when your camera and microphone are switched on. • If you are anticipating that you are likely to have issues with your internet	Creating an appropriate environment • Try to find or create a suitable space from which to conduct your online supervision, using a neutral area such as an office area rather than a bedroom, if possible. • Make sure you have everything that you might need during the supervision to hand to avoid any interruptions. • If possible, find a position where you are well lit from the front rather than the back so that the student can see your face. • Ensure that you are appropriately and professionally dressed. Preparing your technology • We recommend that you access your chosen platform with your Cambridge or Pembroke email account. • Keep things simple and flexible and prepare fall-back options in case of difficulties.

	connection or device, make your supervisor aware of this.	• Test your audio setup in advance, using the platform that you plan to use for the supervision. • Set up the supervision so that participants are automatically muted on entry, to reduce background noise and risk of feedback. • Familiarise yourself with your chosen platform(s). • Make sure you know when your camera and microphone are switched on. • If you would like to use a particular app, website or programme with your student but you are not sure about its appropriateness for use, then check with the IP Department. • You may need to be quite flexible. Students may have issues using some websites or apps on their device or in the country that they are studying from. Keep in mind that students in China will not be able to easily access Google products. Specific advice on setting up Zoom supervisions Zoom is a flexible tool that many people have become very familiar with over the last year. However, there are also some serious security concerns. If you intend to use Zoom for your supervisions, it is important that you are aware of these concerns and that you take steps to protect yourself and your students from them. Zoom have produced guidance for best practice which can be found here. The key principles to follow are: • Always password protect your meeting. • Use the Lobby/Waiting Room to control access. • Disable screen sharing by default. • As supervisor and host, ensure that you know how to disable audio/video for participants and how to remove participants who should not be there from a meeting. • Use desktop devices to host meetings (avoid using your mobile phone).

| Video Conferencing Etiquette | • Consider blurring your background or using a pre-prepared background improve privacy. Some people may find this can either improve or reduce distractions. Please let your supervisor know if there is anything they can do to improve your learning experience.
• Consider personal and family safeguarding when using video. Check what you have around you that may be in shot. You may want to consider removing any family photographs from your background.
• It may be helpful, and improve sound quality, if students and supervisors are able to use headphones
• When sharing screens, try to share only what is necessary – a specific application window rather than your whole desktop, for example. Before the start of each supervision, make sure nothing private is open on your screen that could be accidentally shared. You may also want to consider a neutral desktop wallpaper.
• We ask that, if possible, you keep your camera turned on for supervisions. We believe that in a one to one meeting, it's helpful for you and your supervisor to be able to see each other and that this is more conducive to a teaching environment that fosters collaboration. However, we understand that working via video can be overwhelming for some disabled students with autism spectrum conditions in particular and that some students may not have reliable internet access. If you require any special arrangements or support, please contact the Online Summer Research Programme team at osrp@pem.cam.ac.uk or the Online Capstone Programme team at ocp@pem.cam.ac.uk, depending on the programme you are attending.
In general, we ask that students do not record supervisions. However, we understand that some students may have extenuating circumstances that may mean that they would benefit from being able to record all or some of the supervision. If this is the case, please contact us before the start of the programme. We may require | • Enter the virtual supervision in plenty of time to make sure that everything is working and address any issues that arise before it starts.
• Consider blurring your background or using a pre-prepared background improve privacy. Some people find this can either improve or reduce distractions. Make sure you ask your supervisee if there is anything you can do to improve their learning experience.
• Consider personal and family safeguarding when using video. Check what you have around you that may be in shot. You may want to consider removing any family photographs from your background. Sitting in a position with a neutral background will also reduce distractions.
• It may be helpful, and improve sound quality, if students and supervisors are able to use headphones.
• When sharing screens, try to share only what is necessary – a specific application window rather than your whole desktop, for example. Before the start of each supervision, make sure nothing private is open on your screen that could be accidentally shared. You may also want to consider a neutral desktop wallpaper.
• We ask students to keep their video turned on for supervisions. However, we understand that working via video can be overwhelming for some disabled students with autism spectrum conditions (ASC) in particular and that some students may not have reliable internet access. We will endeavour to inform you before the programme begins if a student has informed us that they do not think it will be possible for them to remain on camera throughout their supervisions.
• We ask that you do not record supervisions and we generally advise that meeting hosts not allow other participants to record an online meeting. However, some students may have extenuating circumstances that may mean they would benefit from being able to record all or some of the supervision. If this is the case, we will contact you before the start of the |

	documentation in support of your request. **Neither a student nor a supervisor should record a supervision without prior written consent from the IP Department to both student and supervisor.**	programme to discuss this. **Neither a student nor a supervisor should record a supervision without prior written consent from the IP Department to both student and supervisor.**
Expectations, Communication and Boundaries	- Your supervisor should establish expectations and ground rules at the start of the programme. If you are not sure, please ask the supervisor or your Director of Studies to ensure you understand what is expected of you. If there is anything your supervisor can do to support you, please make them aware of this as early on as possible. - All your interactions with your supervisor should be professional. - Private chat or sharing of images beyond the remit of the research project between students and supervisors is unacceptable. - Your supervisor should only communicate with you via video conferencing platforms and their institutional email. You should not ask them for any other contact details nor provide them with any of your contact details, other than the email address you are using to communicate with them.	- Establish expectations and ground rules with your students early on. - Keep checking in with your students to see if what you are doing is working for them. - All interaction with students should be professional. It's always important to remember that anything we say or do online can be recorded, store, edited and forwarded without our knowledge. - Private chat or sharing of images beyond the remit of the research project between students and supervisors is unacceptable. - Do not share any student contact details with other students. If you think it would be helpful for one of your students to communicate with another, please discuss this with IP. - When emailing more than one student, use the Blind Carbon Copy (BCC) feature. When you place email addresses in the BCC field of a message, those addresses are invisible to the recipients of the email. - You should only use your Cambridge or Pembroke email address and your chosen platform(s) to communicate with students. You should not give them any other contact details.
Illegal Contact, Content and Conduct	Students and supervisors on the programme are expected to be aware of what would constitute illegal activity: - Online abuse including sexual grooming and sexual exploitation. - Online radicalisation. - Selling and distributing illegal drugs. - Revenge pornography, harassment and malicious communications. General advice on staying safe online can be found here:	Students and supervisors on the programme are expected to be aware of what would constitute illegal activity: - Online abuse including sexual grooming and sexual exploitation. - Online radicalisation. - Selling and distributing illegal drugs. - Revenge pornography, harassment and malicious communications. General advice on staying safe online can be found here:

	• Action Fraud – advice on how to protect yourself from fraud and cyber crime. • National Cyber Secure Centre.	• Action Fraud – advice on how to protect yourself from fraud and cyber crime. • National Cyber Secure Centre.
What to do if you have a concern?	If you have any concerns at all during the course of the programme, you should contact your Director of Studies or a member of the IP Department. If you have an immediate concern while on call with your supervisor, you should feel free to leave the supervision and should immediately contact the IP office. The IP Department is open Monday to Friday from 9am – 5pm (UK time). Contact details **Online Summer Research Programme:** osrp@pem.cam.ac.uk **Online Capstone Programme:** ocp@pem.cam.ac.uk **Deputy Director of IP:** Geeta.Kasanga@pem.cam.ac.uk	As ever, if you're worried about supervisees or have difficulties holding supervisions in the way you had expected (for example, illness or serious interruptions to internet connectivity), please contact their designated Director of Studies or the Deputy Director of International Programmes. If you have an immediate concern while on a call with your supervisee, you should feel able to leave or remove the student (after stating that you are going to do so) and should immediately contact the IP office. The IP Department is open Monday to Friday from 9am – 5pm (UK time). Contact details **Online Summer Research Programme:** osrp@pem.cam.ac.uk **Online Capstone Programme:** ocp@pem.cam.ac.uk **Deputy Director of IP:** Geeta.Kasanga@pem.cam.ac.uk