



Higher Education Programmes Student Code of Conduct

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1. Scope

This Student Code of Conduct applies to current students on any programme described at level four and above at West Suffolk College including for example:

- I. Full or part time undergraduate students;
- II. Degree or higher-level apprentices;
- III. Association of Accounting Technicians (AAT);

It applies to

- I. activities in which they engage in their capacity as students of the College; or
- II. services or facilities they enjoy by virtue of being a student of the College; or
- III. their presence in the vicinity of, or their access to, any premises owned, leased or managed by the College; or
- IV. any activity not covered by I, II or III) above, which is considered to affect adversely the safety, interests or reputation of the College, its students, employees or authorised representatives, as outlined in this Code.

2. Student Conduct

The primary purposes of University Studies at West Suffolk College are the advancement and application of knowledge and the education of its members; its central activities are teaching and learning.

These purposes can be achieved only if the members of the College community have mutual trust and confidence and can live and work beside each other in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.

All students of the College 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. Students are required to comply with College policies and regulations.

By enrolling on any University Studies at West Suffolk College course, a student becomes a member of the University Studies at West Suffolk College community and is subject to the University Studies at West Suffolk College discipline policy.

Students' behaviour may be affected by some health conditions or disabilities. However, the College has a duty of care to ensure that members of the College community are not subjected to unacceptable behaviour and any allegations of inappropriate behaviour will be investigated. Where health conditions or disabilities may be a contributing factor, reports or evidence of these will be taken into account. Where student conduct is found to be unacceptable as a result of a health condition or disability, the College will endeavour to offer appropriate support to assist the student but may take action under the Student Code of Conduct.

3. College Responsibilities

University Studies at West Suffolk College aims to deal with all disciplinary issues in a fair and consistent manner in line with its Student Discipline Policy. It recognises that, for the students and staff concerned, involvement in disciplinary procedures can be difficult and stressful. The College will therefore ensure that those involved are made aware of available guidance and support, and that disciplinary issues are dealt with as quickly as the specific circumstances allow.

Considering and using disciplinary action at an early stage can prevent more serious offences or issues arising. The College views the Student Code of Conduct and Student Discipline Policy as a part of a welfare approach: misconduct may be the first indicator of underlying problems. The process can provide students with an opportunity for reflection and learning.

The College will:

- I. Make this Code and Student Discipline Policy material available to all students and staff
- II. Deal with student disciplinary issues in a proportionate and transparent way, as soon as issues become apparent
- III. Respect the need for confidentiality in relation to disciplinary issues
- IV. Implement the Code of Student Conduct in line with all data protection legislation.
- V. The Academic Development and Quality Assurance Committee may devolve responsibility to relevant Senate committees, with appropriate student membership, for:
 - a. Keeping the Code of Student Conduct under review, and proposing any amendments to the Academic Development and Quality Assurance Committee;
 - b. Discussing, reviewing and approving appropriate student disciplinary procedures and guidance;
 - d. Considering an Annual Report about the number, types and outcomes of cases of misconduct found to have been committed.

4. Misconduct Offences

Examples of student misconduct are provided below. This list is not exhaustive. The College may choose to investigate and take action on misconduct offences whether they take place on College premises or elsewhere, including online and in social media. Below, "Person", means any student of the College; any employee of the College; any visitor to the College; any subcontractor engaged by the College, or any other authorised representative of the College.

- I. Failure to wear membership badges while on College premises to help ensure a safe and secure environment is maintained;
- II. Students are not permitted to bring alcohol or drugs into the College, nor consume alcohol on the College campus, except in Edmunds restaurant;
- III. Abuse of College computers and network; information stored on the College's database is covered by the General Data Protection Regulations. Information stored on the computer networks and on standalone computers should be regarded as the property of an individual, whether student or member of staff. Students should not attempt to gain access to any part of any computer system that is not their own unless it is a public access area.
- IV. Failing to recognise that the College is a non-smoking campus and the smoking of cigarettes and e-cigarettes is not permitted. Students and visitors must use the designated smoking shelters provided if they wish to smoke/vape;
- V. Disrupting, or interfering with any academic, administrative, sporting, social or other College activities;
- VI. Obstructing, or interfering with, the functions, duties or activities of any Person;
- VII. Violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically), including sexual violence or abuse of any Person;
- VIII. Harassment of any Person whilst engaged in any College work, study or activity, including bullying and sexual harassment;
- IX. Conduct which unjustifiably infringes freedom of thought or expression whilst on College premises or engaged in College work, study or activity;
- X. Fraud, deceit, falsification of documents, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a student of the College;
- XI. Behaving in a way likely to cause injury to any Person or to impair safety;
- XII.

- XIII. Harassing, victimising or discriminating against any Person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender identity, gender reassignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background;
- XIV. Failing to comply with any College rule, regulation or policy;
- XV. Assessment offences, including making use of unfair means in any College assessment or assisting a student to make use of such unfair means;
- XVI. Misconduct in research;
- XVII. Damaging, defacing, stealing or misappropriating College property or the property of any Person, whether deliberately or recklessly;
- XVIII. Misusing or making unauthorised use of College premises or items of property, including IT facilities or safety equipment;
- XIX. Deliberately doing, or failing to do, anything which thereby causes the College to be in breach of a statutory obligation;
- XX. Behaving in a way which brings the College into disrepute (without prejudice to the right to fair and justified comment and criticism);
- XXI. Making false, frivolous, malicious or vexatious complaints;
- XXII. Failing, upon request, to disclose name and other relevant details to an officer or employee of the College in circumstances when it is reasonable to require that such information be given;
- XXIII. Failing to comply with a previously imposed penalty under this Code;
- XXIV. Any misconduct prior to a student's enrolment at the College which was not previously known to the College, which: raises questions about the fitness of the student to remain a member of the College community; suggests that the student poses a threat to any Person or the discipline and good order of the College; or raises questions about the student's fitness to be admitted to and to practise any particular profession to which the student's course or programme leads directly;
- XXV. Any other behaviour which: raises questions about the fitness of the student to remain a member of the College community; suggests that the student poses a threat to any Person or the discipline and good order of the College; or raises questions about the student's fitness to be admitted to and to practise any particular profession to which the student's course or programme leads directly.

Breaches of other College regulations or policies which amount to misconduct as outlined above, may be dealt with under the Student Code of Conduct.

5. Misconduct and Criminal Proceedings

The College may report to the police any allegation that a criminal offence has been committed and the College encourages any student who has been the victim of an alleged criminal offence to report this to the police, and, if relevant, to the College.

The College will suspend any internal investigation or disciplinary action on alleged criminal misconduct to await the outcome of any criminal proceedings.

The College may investigate and take disciplinary action on alleged misconduct whatever the outcome of any external proceedings about the same matter and irrespective of whether external proceedings have been concluded.

Where a student is convicted of or cautioned or warned for an offence, this may be relied upon as evidence in any College proceedings provided that the circumstances leading to that conviction are relevant to those proceedings. Any sentence or order pronounced by a court may be taken into account in the imposition of any disciplinary penalty.