# Student Code of Conduct and associated disciplinary procedures

# Introduction

CECOS College London (CECOS) encourages and promotes a community of respect, trust and discipline. The College’s Code of Conduct has been written to support its policy of establishing students’ good behaviour, including in respect of academic conduct.

CECOS recognises that students attend College to gain qualifications which will help them to enhance their career options. To ensure that all students can benefit from the learning experiences offered, it is important that everyone behaves in a way that is appropriate, polite and professional. We therefore have the same expectations of students that any professional organisation would have of its employees.

All students are expected to be familiar with this Code and to conduct themselves with due regard to the College’s good name and reputation; and the rights of others. The Student Code of Conduct provides a framework, underpinned by and linked to the College’s Disciplinary Regulations including Anti-bullying and Harassment. The Code sets out expectations for appropriate behaviour to ensure that all staff and students can work together to create a positive environment in which learning and personal development can take place.

The Code of Conduct applies to all persons undertaking a course or programme offered by CECOS. The policy is effective from the day that students accept an offer of a place on their chosen course and will remain in force whilst students are attending CECOS or taking any part in any associated programmes or events (on the premises or otherwise) on behalf of CECOS.

**UK Quality Code Themes**

Admissions, Recruitment and Widening Access

Concerns, Complaints and Appeals

Enabling Student Achievement

Learning and Teaching

**Key Principles and Expectations.**

The Student Code of Conduct sets out expectations as to what constitutes appropriate behaviour for students enrolled at CECOS. It is important that all students understand that by enrolling for a course, they are agreeing to comply with the Code of Conduct.

**A. Student behavioural expectations**

1. All students are expected to be considerate to the needs of other students, staff and any visitors to the College.
2. All students are expected not to engage in any form of misconduct, which is intended or likely to disrupt teaching, learning, study, meetings, examinations, administration or other activities undertaken by or within the College. This also applies to activities held by CECOS outside its premises. Where students misbehave, a ‘Behaviour Incident Form’ (Annex 1) will be completed and disciplinary action may follow.
3. All students must comply with and respect the rules of programmes including those relating to intellectual property, completion of assignments and attendance.
4. All students are expected to respect the property of the College and not use it for any unapproved purposes.
5. All students are expected to only use social media responsibly. Any use of social media to make statements which would reasonably be considered offensive, discriminatory, defamatory or personally damaging will be followed up and the author subject to the College’s disciplinary procedures. Further, legal action may also be taken as required.

**General Behaviour in College**.

Students are required to:

* treat members of the College’s diverse community and the College environment with respect and consideration;
* work hard to achieve their targets for aspiration, attitude, attendance and achievement;
* attend, on time, all timetabled classes, activities and individual/group tutorials/learning support;
* be equipped for all lessons or practical sessions with relevant materials and stationery;
* meet deadlines set for handing in work;
* actively engage with any work experience opportunity within their programme;
* respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech;
* utilise online and media sites responsibly;
* observe appropriate dress codes;
* contribute to College life and the wider community;
* report any absence by phone or email no later than 9.30am on the day of absence;
* report unsafe, discriminatory or bullying behaviour;
* visibly wear college ID badge at all times whilst in College.

**Behaviour in lectures, workshops or online and face-to-face sessions.**

Students are expected to act in a respectful and appropriate manner at all times. Students should ensure that they:

* arrive in time for the start of a lecture/session as late arrival is extremely disruptive to other students;
* when arriving after the start of a class, enter quietly so as not to disturb other students. Students who arrive **more than 15 minutes late will be marked as late, and those arriving 30 minutes after the start of a class** **may be excluded** and only admitted after the mid-class break, and will be marked as absent;
* do not disrupt a lecture or training session or interfere with other students’ ability to benefit from it;
* do not use mobile phones to take or make calls, to send or receive text messages, or to record or send images during teaching sessions. Special permission may be requested in exceptional circumstances;
* do not consume food or drink in class, other than water;
* ask permission if they wish to tape lectures.

**Compliance with regulations and legal requirements**.

All students must act in accordance with the law, and College regulations. The College does **not allow**:

* use foul or abusive language or disruptive behaviour;
* bullying of any kind and any evidence of bullying, including cyber bullying, will result in immediate disciplinary action;
* posting of insulting, defamatory, obscene, extremist or threating content onto social media and online communications including texts and emails;
* smoking in any part of the College. Smoking is only allowed outside in designated areas;
* spitting on College premises;
* carrying of knives, guns or any other offensive weapon on college premises. Any student found to be in possession of any such weapon may be permanently excluded;
* any non-prescription drugs or alcohol onto college premises and any student who is under the influence of any drugs or alcohol may be required to leave the premises.

**Behaviour in the College Neighbourhood.**

The College seeks to build good relationships with its surrounding neighbours. Students are expected to:

* help us build on these relationships by the way they conduct themselves in the surrounding area;
* be considerate to their neighbours, especially regarding noise levels and rubbish;
* act within the law and not engage in activity or behaviour that is likely to bring the College into disrepute
* be aware that incidents involving local residents may lead to police action.

**Off Campus Activities**.

There are opportunities for students to undertake activities that will take them off campus. These include external trips and visits as well as work-related learning activities. Any student engaged in a course-related activity is seen as representing CECOS, even if not formally doing so. During these activities students should adhere to the rules of the venue, of the transport companies and where appropriate any other outside organisations involved in the activity.

**B. Definition of misconduct**

At CECOS, misconduct is improper interference with the proper functions, services or activities of the College, or those who work or study at CECOS, or action that may otherwise damage the College.

The following are examples of misconduct at CECOS:

1. Disruption of, or improper interference with, the academic, administrative, social or other activities of the College, whether on the premises or elsewhere
2. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the College or any visitor to the College
3. Violent, indecent, disorderly, threatening or offensive behaviour or language whilst engaged in any activity or on the College premises
4. Fraud, deceit, deception or dishonesty in relation to the other students, or member of staff, submitted work or the College
5. Engage in vocal or active opposition to the fundamental British values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. [Prevent Duty linked to Section 29 of the Counter-Terrorism & Security Act 2015]
6. Posting offensive, inflammatory or defamatory statements about individual staff or students on to social media sites and online communications
7. Action likely to cause injury or risk health and safety on our premises or when engaged in work placement
8. Contravention of College policies and procedures
9. Harassment or any hostile behaviour towards any student, visitors or member of staff of the College or employer’s staff when on work placement
10. Examination offences which constitute academic irregularities
11. Damage to, misappropriation or defacement of CECOS’ property or that of other members of the College staff or students
12. Misuse or unauthorised use of the College premises or items of property, including computer misuse
13. Conduct which constitutes a criminal offence by law
14. Behaviour that may bring CECOS or its name into disrepute.

**Disciplinary procedure**

In instances where a breach of the CECOS Student Code of Conduct takes place, any member of staff or supervisor, or any student who recognises that such a breach has taken place should notify a member of the teaching staff (normally their personal tutor), the Programme Manager, Head of Provision, Director of Funded Provision, Director of Operations or the Director of Quality or other senior manager as soon as possible. The Behaviour Incident Form should be completed. Senior staff will assist students and others with guidance as needed.

**Informal resolution**

It is primarily the responsibility of the student’s tutor to ensure that a student understands and follows the above Code of Conduct. The College expects that this approach will minimise all such breaches of the College rules. Tutors are encouraged to discuss potential behavioural difficulties with any student thought to be in a position where s/he may commit a minor or major disciplinary offence. CECOS advises all students to talk to their tutor informally to resolve issues.

**Minor disciplinary Offences**

1. Minor disciplinary offences will be considered by Programme Manager or authorised senior staff member (as appropriate) of the area in which the disciplinary action against the student would be taken.
2. The disciplinary action imposed may be:
	1. An oral warning (not recorded on the Student’s file)
	2. A formal written warning (recorded on the Student’s file for such period as is determined by the Programme Manager or authorised senior staff member)
	3. A fine for each breach of discipline. The amount of the fine will be determined by the Programme Manager or authorised senior member of staff
	4. Requirement that the student pay the cost of the damage caused in relation to loss of or damage to the College’s property, or any additional expense incurred by the College or parties involved as a result of the student's action
3. The student who caused the offence shall be called to a meeting to discuss the (alleged) offence and given 5 days to respond fully to the accusation.
4. The student will be informed in writing within 10 days of the meeting of the outcome including any penalty imposed.
5. Where a student fails to comply with a disciplinary penalty set by a Programme Manager or authorised senior member of staff, action may be taken for serious disciplinary offences.

**Serious disciplinary offences**

1. A serious disciplinary offence is considered by the Principal and the Managing Director or authorised senior member of staff. Repeated occurrences of a minor disciplinary offence may be deemed to constitute a serious disciplinary offence, and treated accordingly.
2. The penalties for serious disciplinary offences may be as follows:
	1. A requirement for a verbal or written apology to any affected person
	2. A formal written warning (recorded on the student’s file for such period as is determined by the Managing Director or authorised senior staff member)
	3. A fine for each breach of discipline. The amount of the fine will be determined by the Managing Director or authorised senior member of staff
	4. Requirement that the student pay the cost of the damage caused in relation to loss of or damage to College property, or any additional expense incurred by the College or parties involved as a result of the student's action
	5. Suspension or exclusion from specified facilities within the College
	6. Any other resolution by the College that may be reasonable in the circumstances of the offence committed leading to a serious disciplinary action by CECOS
	7. Suspension or exclusion (permanent or temporary) of the student from the College
	8. Notification of the offence to the police.
3. When a serious offence is committed by student, a disciplinary hearing will take place at which all parties involved should be present. The hearing shall convene an investigating team comprising a staff member, a student, and one of the Directors or the Principal and/or the Managing Director or authorised senior member of teaching staff.
4. A letter will be written to the student informing him/her of the behaviour which has led to the disciplinary hearing and to invite him/her to provide names of witnesses and written evidence which may include substantiated mitigating circumstances prior to the hearing.
5. The team will similarly provide the student with the names of witnesses and written evidence of the alleged offence.
6. The hearing shall be conducted in private. In conducting the hearing, the team shall ensure that the student has the opportunity to see all the evidence and that he/she is provided with an opportunity of making a statement in respect of any evidence presented
7. At the conclusion of the hearing, the student and the team shall retire from the meeting. The student will be informed in writing of the hearing’s decision within 7 days
8. If the student is unable to attend the hearing with good reason, the student should notify the Programme Manager or authorised senior member of staff prior to the hearing. For instance, in the case of ill health, the student is to submit a medical certificate and the team will rearrange the hearing for a later date
9. Where the students fails to attend the hearing or provide sufficient justification for his/her absence, the team may hold the hearing in the student's absence.
10. Where an offence under the Protect Duty is identified, the evidence will be made available to the police and other identified external authorities.

**Prevent Duty.**

In line with the Government’s Prevent Duty, introduced by the Counter-Terrorism and Security Act 2015, the College has a clear duty to take disciplinary action against any form of suspected extremism. The Prevent Duty places responsibility on Higher Education Institutions to prevent students becoming involved in extremism and also to challenge extremist ideas where they are used to legitimise terrorism.

In response to the statutory requirement, the College has developed robust procedures for dealing with extremism. Any student found engaging with extremist organisations or trying to expose others to extremist views will be suspended pending further investigation into allegations. To do this the College has robust policies, procedures and arrangements in place to mitigate the risks that people might be drawn into terrorism. Incidents may be reported to the police and local authority representatives. For future information please see the Safeguarding and Preventing Radicalisation and Extremism Policy.

 **Flow Chart – Disciplinary Procedure**

Extremist content (Prevent Duty)

Misconduct issue identified

Improvements noted – action closed

Student agrees to actions

Outcome and Action

Initial investigation by lecturer and/or administrator

Outcome letter & right to appeal

Formal warning and paperwork copied to awarding body

Formal notification of decisioncomes

Disciplinary Hearing Held

**Informal action**

No improvement – formal procedure initiated

Outcomes noted – verbal warning.

Meeting with lecturer & manager

Student suspended pending investigation

**Evidence of extremism – external authorities notified**

No clear evidence

**Formal Action**

No action

Misconduct formally recorded and staff meeting to review evidence

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**No Appeal**

**Case Closed**

**Appeal submitted – Hold Appeal Meeting**

**Annex 1**

**Behaviour Incident Form**

This form is to be completed by CECOS student or member of staff where a student or students have been involved in a possible disciplinary incident.

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| **Student/s Details (please complete a separate form for each student) :** |
| **Surname** |  | **Forename** |  |
| **Student Number** |  |  |

|  |
| --- |
| **Incident Details:** |
| **Date incident took place** |  | **Location incident took place** |  |
| **Please give details of incident – please give as much information as possible (continue on additional sheet if needed)** |  |
| **Please give details of any action taken by yourself in regards to this incident** |  |

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **Actions Taken :** |  |

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| --- |
| **DECLARATION**I confirm that the information provided on this form is true and correct.  |
| Name |  |
| Signature |  |
| Date |  |