

STUDENT CODE OF CONDUCT

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GMB Representative :		
EIS Representative :		
Principal :		

**Dundee
College**

**STUDENT CODE OF
CONDUCT**

July 2010

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1 PURPOSE

Dundee College is committed to the provision of high quality education, training and support services to all our students.

The College actively promotes a supportive learning environment:

- where staff and students have good working relationships.
- where staff and students are treated with courtesy and respect.
- where students are clear about their entitlements and responsibilities.

To help achieve this, Dundee College has established a Student Code of Conduct (hereafter referred to as the Code). The Code applies to all students attending Dundee College:

- on any of the College's campuses
- residing in any College residence
- on work experience placements
- on other College activities such as field trips, overnight and residential trips

The Code is available to all staff via the College Intranet Portal.

A summary of the Code is contained in the College Learning Agreement which is issued to students when they enrol on a programme of study. The Code can be accessed in full from:

- Blackboard, the College VLE
- Intranet Portal (for staff)
- College Website – www.dundeecollege.ac.uk

2 BEHAVIOUR

2.1 General

Dundee College embraces a culture of mutual respect between staff and students. We actively promote a supportive learning environment where everyone is treated with courtesy and respect, and where everyone is clear about their entitlements and responsibilities.

In the unlikely event of a student failing to behave in a responsible manner for the benefit of themselves, their fellow students and the staff of the College, Dundee College have disciplinary procedures. Below are examples of unacceptable behaviour which will be regarded as breaches of the Code. These fall into the categories of misconduct, serious misconduct and gross misconduct. Examples of these include:

Misconduct

- Defacing, destroying or littering college property.
- Unauthorised gambling on college premises or on college activities.
- Breaches of college parking regulations.
- Breaches of non-smoking practices.
- Anti-social behaviour (for example spitting).
- Using mobile phones in class or on college activities (unless specific permission to do so has been given).

Serious Misconduct

- Breaches of college Health and Safety Regulations including failure to comply with Fire regulations.
- Failure to disclose name and other relevant details, where a member of staff reasonably requests this information.
- Refusal to leave college premises or cease college activities when instructed to do so by a member of staff.
- Unauthorised entry to college premises.
- Theft or attempted theft of personal or college property.
- Wilful disruption of college activities.
- Wilful damage, or threat to damage, college property or facilities.
- Possessing or being under the influence of controlled substances (e.g. alcohol and drugs) on college premises or college activities.
- Encouraging others to act outwith the Code.

Gross Misconduct

- Selling or distributing controlled substances (e.g. alcohol or drugs) on college premises or during external college activities
- All forms of dishonesty, including knowingly furnishing false information to the College.

- Forgery and alteration or unauthorised use of college documents with intent to defraud or misrepresent oneself or others.
- Physical or other abuse, or threat of abuse, bullying or harassment of any person on college premises or on college activities.
- Carrying an offensive weapon.
- Intimidation of witnesses and/or others as a result of disciplinary procedures being investigated.
- Video or audio recording or photographing of staff, students or college activities without explicit consent. (See *Appendix 1* for details of the arrangements for the recording of classes by students with additional support needs).

Note:

This list is not exhaustive.

Where a student breaks the law or endangers themselves or another person the College will notify the appropriate authorities.

2.2 Equal Opportunities

Dundee College is committed to a comprehensive policy of equal opportunities for its staff, students and other stakeholders and undertakes to adhere to all relevant legislation. The College will ensure that all staff, students and other stakeholders are treated equally, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity or unrelated criminal convictions.

- Students are expected to adhere to college policies that seek to ensure that students and staff are treated equally, without prejudice, and with courtesy and respect.
- Any contravention of these policies will be regarded as a breach of the Code.

2.3 Work Experience, Student Exchanges, Field Trips and College Residentials

The Code applies to students who are engaged in a range of learning activities off-campus. Students must also comply with any appropriate laws and regulations at all times, for example:

- Work placement – employer’s Health and Safety requirements
- Overseas trips – national, local laws

Appropriate guidance will be issued by the Curriculum Manager in advance of off-campus activities.

3 PROGRAMME PERFORMANCE

3.1 Programme Requirements

Students are expected to take advantage of the opportunities for learning and to enter fully into the spirit of the educational experience. This includes undertaking assignments, submitting work on time and in an acceptable format, bringing appropriate equipment for class work and practical sessions and complying with the specific requirements related to the programme of study as detailed in the programme handbook.

- Failure to comply with programme requirements may be regarded as a breach of the Code.

3.2 Assessment

Students are required to conform to the internal and external assessment arrangements detailed below.

3.2.1 Internal Assessment

- Units delivered in the College involve assessment that is internally set and marked, based on the standards required by various awarding bodies. Conditions under which the assessment must be undertaken (e.g. under supervision, within a specific time limit, etc) may also be defined by the awarding bodies. A variety of assessment methods may be used including written work, multiple choice, projects or practical work.
- Assessment can be adapted for candidates with additional learning needs or disabilities. Alternative arrangements must be discussed and agreed prior to the assessment date.
- The lecturer will outline assessment requirements for each unit undertaken. It is the students' responsibility to adhere to deadlines for submission of assessments. Students must undertake and pass all assessments as a requirement of successful completion of their programme.
- If students fail to achieve, remediation and reassessment will be provided in line with the College Assessment Policy.
- Failure to comply with assessment conditions and deadlines will be regarded as a breach of the Code.

3.2.2 External Assessment

- The majority of external assessments will take the form of a closed-book examination that is scheduled by the awarding body for a specific date and time. Students sitting external assessments e.g. through SQA National Courses at Higher and Intermediate levels, must comply with the requirements laid down by the awarding body during the assessment.
- Assessment arrangements can be adapted for candidates with additional learning needs or disabilities. Alternative arrangements must be discussed and agreed prior to the assessment date.

- Failure to comply with the external assessment requirements will be regarded as a breach of the Code and could result in failure of the assessment.

3.3 Attendance/Timekeeping

- Satisfactory attendance and good timekeeping are requirements of every programme of study with students being required to attend all specified classes in the programme of study.
- Where students are being funded to attend college (e.g. in receipt of a bursary/educational maintenance allowance or loan/grant) satisfactory attendance is a condition of their funding. Student funding can be withheld or withdrawn in line with specific funding regulations.
- Persistent absences and bad timekeeping are regarded as breaches of the Code and may result in disciplinary action.

3.4 Academic Misconduct

The College places a high value on the honesty of its students in relation to all aspects of academic behaviour including assessment.

Academic misconduct covers any action used to gain academic advantage or behaviour that is inappropriate during an exam or assessment. This includes a range of activities that constitute assessment malpractice and plagiarism.

- Assessment Malpractice
 - Using aids or materials which are not permitted during exams or assessments e.g. notes, programmable calculators, mobile phones, MP3 players etc.
 - Impersonating or allowing someone to impersonate you in an exam or assessment.
 - Copying from another student, with or without their knowledge.
 - Allowing someone else to copy your work.
 - Submitting work as your own, when someone else has assisted with the work.
 - Deliberate falsification of evidence or data e.g. experiments, interviews, research.
 - Altering or falsifying records of assessment achievement for personal gain, or another person's gain.
 - Behaving in a disruptive manner during an exam or assessment.
 - Submitting inappropriate comments/illustrations or offensive material.
 - Starting the exam or assessment before being instructed to do so by the invigilator.
 - Continuing the exam or assessment after being told to stop by the invigilator.
 - Any other action defined by specific Awarding Bodies.

- Plagiarism
Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. This includes failing to acknowledge sources of information that you have used in your work.
Examples of plagiarism are:
 - Submitting someone else's work as your own.
 - Including parts of someone else's work in your own without using quotation marks and identifying the source. This includes cutting and pasting information from the internet.
 - Copying, re-wording or summarising someone else's work and including it as your own without acknowledging the source.
 - Using another person's images, diagrams or illustrations without acknowledging the source.
 - Buying and using an essay or any other form of course work from an internet website, friend or other source.
- Academic misconduct will be regarded as a breach of the Code.

3.5 ICT Facilities

- Students will be required to agree to their acceptance of the Code as it applies to the use of ICT facilities when they first login to the network.
- ICT facilities must be used in a manner that is legal, ethical, appropriate to the College aims, and not to the detriment of others or the College.
- Students must adhere to current legislation covering areas such as copyright, computer misuse and data protection.
- Students will be held accountable for all network activity associated with their network account. It is therefore important to keep all passwords secret and to logoff before leaving a PC.
- The College monitors ICT network usage to ensure appropriate use.
- Failure to adhere to the above will be regarded as a breach of the Code.

4 DISCIPLINARY PROCEDURES AND MEASURES

All staff are responsible for the promotion of the Code.

Following any breach of the Code disciplinary action will be considered. Depending upon the severity of the breach of the Code, the College reserves the right to suspend or withdraw students without reference to the disciplinary measures described below.

In certain circumstances staff can request a student to leave the class for either a short period of time or for the remainder of the class due to continued disruptive behaviour. This will be recorded as an exclusion on the register and can have an effect on student finance payments.

Where staff identify that students are in breach of the Code they should advise their Curriculum/Project Manager on the day of the incident. He/she will then implement the undernoted investigative procedures and measures.

In certain circumstances, where students are in breach of the Code whilst in a service area, (e.g. Library, Learner Services, Learning Centre, etc) the Team Leader or Manager responsible for the area can take disciplinary action against the students by, for example, excluding the students from using the service for a period of time. In instituting this disciplinary action the Service Team Leader/Manager should inform the Head of Service and the students' Curriculum Manager of any action taken.

Where the breach of the Code (in a teaching or service area) could lead to more serious disciplinary measures being instituted the Head of Centre/Head of Service should be consulted, a joint investigation undertaken and appropriate action taken.

4.1 Investigation Procedures

- All alleged breaches of the Code will be fully investigated prior to any disciplinary action being taken.
- As part of the investigative process the Curriculum/Project Manager/ Head of Centre will conduct an interview with the student/s who has/have the right to be accompanied by a family member or a representative.
- Where an interview is to take place notification of the time and place of the interview will be given to the student/s in writing.
- Unexplained failure by the student/s to attend a formal interview may result in the student/s being withdrawn from their programme of study.
- The outcome of the investigation will normally be notified to the student/s within 7 days of the investigation being initiated.
- Where students are excluded to allow further investigation to take place, they will be advised in writing of the reason, and the likely duration of the exclusion.
- No guilt will be assumed during the exclusion period.

4.2 Disciplinary Measures

The following disciplinary measures may be applied. Depending upon the seriousness of the breach of the Code these disciplinary measures need not be applied sequentially.

4.2.1 Verbal Warning (Misconduct)

- Where the breach of the Code warrants a verbal warning this will be given by the Curriculum/Project Manager/Head of Centre.
- A disciplinary hearing may be convened at which the student/s has/have the right to be accompanied by a family member or representative.
- Where the breach of the Code relates to non-attendance and a verbal warning cannot be given, disciplinary action will progress directly to the next stages.
- The student/s has/have the right of appeal against a verbal warning.

4.2.2 Written Warning (Serious Misconduct)

- Following a breach in the conditions arising from a verbal warning or where the breach of the Code warrants a written warning, the Curriculum/Project Manager/Head of Centre can conduct a disciplinary hearing where the student/s is/are present. At the disciplinary hearing the student/s has/have the right to be accompanied by a family member or representative.
- Where disciplinary measures are taken these will be notified to the student/s in writing.
- Unexplained failure by the student/s to attend a disciplinary hearing can result in the student/s being withdrawn from their programme of study.
- The student/s has/have the right to appeal against a written warning.

4.2.3 Suspension (Serious/Gross Misconduct)

- Following a breach in the conditions arising from a previous warning or where the breach of the Code warrants suspension, the Curriculum/Project Manager/Head of Centre may conduct a disciplinary hearing where the student/s is/are present. At the disciplinary hearing the student/s has/have the right to be accompanied by a family member or representative.
- Where the student/s is/are suspended as a disciplinary measure, the student/s will be notified in writing detailing the reason and the duration of the suspension. The funding body/sponsor will also be notified who may take appropriate action.
- The maximum duration of suspension will normally not exceed two weeks.

- During the period of suspension access to all college property, work placements, college activities will be prohibited.
- Following the period of suspension, the student/s will be eligible to return to their programme of study.
- The student/s has/have the right to appeal.

4.2.4 Withdrawal

- Following a breach in the conditions arising from a previous warning or where the breach of the Code warrants withdrawal, the Curriculum/Project Manager/Head of Centre may conduct a disciplinary hearing where the student/s is/are present. At the disciplinary hearing the student/s has/have the right to be accompanied by a family member or representative.
- Any decision to withdraw a student MUST be referred to and approved by the appropriate Head of Centre.
- Where the disciplinary hearing leads to student/s being withdrawn from the programme of study, the reasons will be stated in writing. The funding body/sponsor will also be notified who may in turn take appropriate action.
- Following withdrawal, the student/s will be prohibited from accessing the College or using college equipment without the prior consent of the Curriculum Manager/Head of Centre.
- The student/s has/have the right to appeal against a withdrawal where it has been instituted as a disciplinary measure.
- The student/s will be requested to leave the programme of study immediately.

5 APPEALS PROCEDURES

Students who wish to implement an academic or disciplinary appeal must adhere to the procedures detailed below.

5.1 Disciplinary Appeals

5.1.1 Disciplinary Procedures

Students may have grounds for appeal against a disciplinary action if the disciplinary procedures have not been followed correctly or where they regard the disciplinary measure imposed is unjust or too severe.

- Students who wish to appeal against a disciplinary action or decision on these grounds must notify the Head of Centre in writing within 7 days of being advised of the disciplinary action. Where the Head of Centre has been involved in the original disciplinary process another Head of Centre or appropriate senior manager will be appointed to oversee the Appeals Procedure.
- The students notification must detail the grounds for appeal and must provide supporting information.
- The Head of Centre supported by the Guidance Manager will review the evidence presented and will determine if sufficient grounds exist for an appeal hearing to be convened. The student will then be notified in writing of the decision within 7 days.
- Should an Appeal Hearing be convened a date will be set and chaired by a Head of Centre. The student/students has/have the right to be supported by a family member or representative. Students must inform the Chair of the Appeal Hearing who will be their representative.
- During the Appeal Hearing students can present their case to the Chair. The Chair will then reach a decision based on the issues considered. The students will be notified of the decision in writing no later than 7 working days after the hearing date. This decision will be final.

5.2 Academic Appeals

5.2.1 Internal Assessment

Ongoing monitoring and support in the teaching and learning situation, continuous assessment and the provision of remediation are all designed to minimise disagreement over internal assessment decisions. Occasionally, however, the situation may arise where a student disagrees with a lecturer's assessment decision of the student's work. The College Academic Appeals Procedure exists to resolve such situations.

- Prior to initiating the formal Academic Appeals Procedure students must discuss their situation with the lecturer concerned. In most cases this discussion will resolve the matter.
- If the students are still unhappy with the decision they can request a review which involves the student discussing the situation with

their Curriculum/Project Manager and the Internal Verifier of the unit.

- Students who remain dissatisfied with the outcome of these discussions may initiate a formal appeal by writing to the College Assistant Principal for Curriculum and Quality stating their grounds for appeal.
- The Assistant Principal will convene and chair an Academic Appeals Sub Committee with members of the Curriculum Quality Strategy Group. The Sub Committee will examine the student's assessment work and will reach a decision, notifying the student and relevant staff in writing of the outcome. The decision of the Sub Committee is final.

5.2.2 External Assessment

All appeals for candidates sitting external assessments for National Qualifications must be registered by the College.

- Students who wish an appeal to be submitted on their behalf must contact their Curriculum/Project Manager as soon as possible after the results are published by SQA or other awarding bodies.
- For details of the appeals process for other awarding bodies students should contact their Curriculum/Project Manager or the awarding body.

6 SUGGESTIONS AND COMPLAINTS PROCEDURES

College staff are committed to continuous improvement and welcome any suggestions from students on how to improve the services we provide.

6.1 Suggestions

6.1.1 Programme of Study

- Students who have suggestions on how the College can improve any aspects of their programme of study can present these through their class representatives at Programme Team meetings or to their Lecturer.

6.1.2 General College Provision

- Students who wish to make suggestions on general college provision and facilities can do so through the channels described above, through college Learner Services or Students' Association. Alternatively they can submit their suggestions in writing to the Principal.

6.2 Complaints

All complaints received from students will be treated seriously, in confidence and investigated in an appropriate manner.

6.2.1 Programme of Study

- Students have the opportunity to raise issues of concern regarding their programme of study through their class representatives at Programme Team meetings.
- Alternatively, students can raise the matter with their Curriculum/Project Manager or Lecturer who will investigate the complaint and attempt to resolve the situation.
- Should the matter remain unresolved students have the opportunity to present their concerns to their Head of Centre.
- Should the situation still remain unresolved, they should submit their complaint in writing to the Principal. The decision of the Principal will be final.

6.2.2 General College Provision

- Students who may have cause to complain about general college provision or facilities should do so with the appropriate Manager of the service concerned who will investigate the complaint and attempt to resolve the situation.
- Alternatively, students may raise the matter through their class representative at Programme Team meetings, or through their Curriculum/Project Manager, Learner Services, or the Students' Association. The Manager of the service will investigate the issues raised and inform the student/s of the outcome.

- Where the situation remains unresolved, students can submit their complaint in writing to the Principal. The decision of the Principal will be final.

6.2.3 Investigation

- The College undertakes to fully investigate any complaint and attempt to resolve the situation informally and amicably.
- Should it be necessary to interview the student/s as part of the complaints procedure they have the right to have a family member or representative present at the interview.

6.2.4 The Scottish Public Services Ombudsman

In the unlikely event that students are not satisfied with the outcome of a formal complaint they have resource to:

The Scottish Public Services Ombudsman
Freepost EH641
EDINBURGH
EH3 0BR

7 STUDENTS' RIGHTS UNDER THE CODE OF CONDUCT

- Where students are under investigation for alleged contravention of the Code they will be accorded the right to natural justice.
- During the period of investigation all reasonable efforts will be made to keep matters relating to the alleged breach confidential and only the people directly involved, including the investigating team, will be notified of the proceedings.
- Where students are victims in matters involving the Code they shall have the right:
 - to have their allegation treated seriously.
 - to have the alleged incident dealt with promptly and confidentially.
 - to have reasonable steps taken by the College to prevent any unnecessary contact with the alleged perpetrator(s).
 - to have the assurance that action will be taken by the College to prevent its re-occurrence either to the individuals concerned or to others.

Arrangements for the recording of classes by students with additional support needs

To assist students with additional support needs and to make a reasonable adjustment under the terms of the Equality Act 2010, lectures may be recorded in accordance with the procedures outlined below.

Student guidance

If there are reasons why you find it difficult or impossible to take lecture notes (e.g. visual/hearing impairments, dyslexia, physical difficulties) and therefore you need to record lectures, you must keep to the following procedures:

1. Contact the Supported Learning team in the first instance. A Personal Learning Support Plan (PLSP) will then be completed. This will detail your support needs and the appropriate adjustments and support required to improve your college experience. This may include the recommendation that you record lectures.
2. Give consent for your lecturers to be told that you will be recording lectures in order to help meet your learning needs. This will be recorded by your support worker on your PLSP and Curriculum Support Plan (CSP) that will be sent to your Curriculum Manager and lecturers.
3. Make lecturers aware that you will be recording lectures. If the lecturer has concerns about the validity of the request, please ask the lecturer to contact your Support Worker who will be able to provide confirmation that you have signed a consent form. *(The specific nature of your disability will only be communicated if you have given permission.)*
4. Always remember that the content of lectures remains the intellectual property of the college.
5. All recordings are for your own personal study only. The recording must not be reproduced or passed on to anyone else except for transcription purposes. Once the recording has served its purpose, the recording should be deleted.
6. There may be occasions where permission to record a session may be refused, such as during placements. Placement providers may have their own policies about using recording equipment. If you wish to record during a placement, you must raise this with your placement mentor.
7. There may be times it where may not be appropriate to use a recording device. For example, because the class is discussing a sensitive topic, or students are disclosing personal or creative information. If it becomes apparent during the session that recording is inappropriate, Dundee College maintains the right to retain the recording.
8. The misuse of recorded material, including redistribution, will be considered a serious breach of the Student Code of Conduct.

If you have any questions about the recording of lectures, or if you have any other learning needs please contact the Supported Learning team – contact details on www.dundeecollege.ac.uk

Student declaration

I agree to follow the above procedure when using recording equipment to replace written notes during lectures. I understand the consequences of misusing recorded material as stated in Point 8 above.

Name: _____

Date: _____

Signature: _____

Additional guidance to staff

If a Curriculum Manager/lecturer receives a support plan (CSP) allowing a student to record sessions, this is normally seen as a reasonable adjustment for disabled students. This procedure has been agreed with the college's Equality and Diversity group, who fully support its aims.

Students may be dyslexic and find that short-term memory difficulties and writing speeds are problematic in lectures and discussion sessions. Students may also have upper-limb related disorders, physical disabilities, medical conditions or concentration difficulties associated with ADHD, OCD etc.

When a student signs this declaration, their support worker will produce a summary of their support needs (CSP) which clarifies if the student should be allowed to record lectures. This will be distributed to the student's Curriculum Manager who will pass this on to individual lecturers.

Visiting lecturers working with, or on behalf of Dundee College, should be alerted to this policy to ensure a college-wide approach. Should a visiting lecturer refuse to grant permission to record under the terms of these arrangements, they are advised that individual liability may apply.

Any questions regarding the policy should be referred to the Supported Learning Manager.