

Policy: Student Discipline

It is College policy to deal fairly with students who are reasonably believed to have committed a breach of College discipline. In all cases the alleged breach will be investigated thoroughly. Minor breaches may be dealt with informally; more serious breaches will be recorded and dealt with formally by a disciplinary committee.

Responsibility

Lecturer

Class lecturers, in the first instance, will deal with minor breaches that occur in the classroom. More serious breaches will be referred immediately to the Head of Section.

Head of Section/Senior Lecturer

Each Head of Section has disciplinary responsibility for students registered with the Section. This includes students who are being serviced by other sections of the College.

Acting Depute Principal

The disciplinary committee if required will be chaired by the Acting Depute Principal.

Interim Joint Principal

The Interim Principal will hear an appeal along with two members of teaching staff not connected to the incident. The outcome of the appeal is final.

Procedure: Student Discipline

Breaches of the Student Disciplinary Code will result in the following:

- An oral warning, which will be recorded, given by the Head of Section
- Continued breaches in a similar vein will result in a second oral warning, which will again be recorded by the Head of Section and will be followed by a written warning
- If the actions continue the matter will be referred to the Acting Depute Principal who will convene a disciplinary committee as required
- Serious breaches of the code (items 3, 6, 7 and 8) will result in suspension pending an investigation and hearing of a disciplinary committee

The disciplinary committee will comprise the Acting Depute Principal and two members of the College teaching staff not connected with the incident. A student may also be a member of the disciplinary committee. The Acting Depute Principal will consult on this issue with the student who is the subject of the disciplinary committee and with the Student Association.

To ensure fairness the following procedure will take place:

- The disciplinary committee will meet within 7 working days of the incident having taken place
- The student will receive, in writing, details of the meeting and the reasons why it is taking place
- The student may choose not to attend in which case the meeting will take place in her/his absence
- The student may take another person with her//him to the meeting to give advice
- The chair of the disciplinary committee must be informed if the student is to be accompanied
- All the proceedings at the disciplinary hearing will be treated confidentially
- If the student is dissatisfied with the result of a disciplinary hearing s/he has the right to appeal to the Interim Principal
- The Interim Principal will arrange for an appeals committee comprising the Interim Principal and two members of the College teaching staff not connected with the incident.

Records

Teaching and Learning Agreements signed by each student at enrolment

Copies of documents in student handbook

Record of written warnings

Record of investigation (this will remain confidential except to those taking part in the disciplinary procedure)

Record of proceedings of the disciplinary committee (this will remain confidential except to those taking part in the disciplinary procedure)

Evaluation/Review

Student discipline is reviewed periodically by the Senior Management team and the Quality Improvement Committee.

Student Disciplinary Code

Students are asked to read the Disciplinary Code, and Acceptable Use Policy relating to computing facilities, and sign the student contract (Teaching and Learning Agreement) to indicate understanding and acceptance of the Code and Policy. These documents will be issued at enrolment to all students along with the Student Handbook and Photo Consent Form.

It is a breach of College discipline for any student intentionally to:

1. Obstruct or hinder teaching, study, administration or recreational activities. This includes obstructing or hindering any member of staff or any officer of the Students' Association in carrying out her/his duties.
2. Cause minor damage to any property belonging to the College, the Students' Association, College staff, students or visitors to the College campus.
3. Make use of any unfair means or practical deceit, or assist another student to behave in this way, during any College test, examination or in the carrying out of any assignment.
4. 'Use illegal drugs, consume alcohol or smoke on any part of the College campus and grounds.' Take part in any class or make use of any College facility whilst under the influence of alcohol or any other substance, to the extent that it is believed to be to the detriment of her/his appropriate response or behaviour.
5. Abuse, threaten, assault or seriously endanger the health and safety of any College employee, officer of the Students' Association, student or visitor to the College campus.
6. Cause wilful serious damage, steal any property belonging to the College, the Students' Association, College staff, students or visitor to the College campus or attempt to defraud the College of any monies.
7. Break any condition of the College's Acceptable Use Policy for the use of computer equipment.
8. Intentionally plagiarise by copying someone else's work without acknowledging appropriately.
9. Engage in unwanted conduct against any College employee, officer of the Students' Association, student or visitor to the College campus, which violates that person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.
10. Victimise or discriminate against any College employee, officer of the Students'

Association, student or visitor to the College campus, on the grounds of gender, race, disability, age, sexual orientation or religious belief.

11. Bully or harass any College employee, officer of the Students' Association, student or visitor to the College campus.

Note

- a. The above list is NOT exhaustive and includes any other breach of College discipline.
- b. Items 3, 6, 7, 8, 9, 10 and 11 will normally be seen as a gross breach of College discipline and, even though a student has not previously been given a disciplinary warning, may result in a student losing the privilege of studying at the College and having access to the College premises.
- c. A criminal conviction or other unacceptable conduct which in the opinion of the Interim Principal or his representative causes the student to be unsuitable to continue her/his studies at the College, whether or not the conduct occurred on the College premises, will be seen as a gross breach of College discipline and will be treated as such.