

Student Code of Conduct

Mantissa College

2025

Student Disciplinary Procedure

1.0 Introduction

This procedure has been drawn up in order to ensure that all students who may be subject to this disciplinary procedure are dealt with in a fair and equitable manner. It is appropriate in any educational institution to set appropriate standards of performance and behaviour and to operate rules which promote order and fairness and allow the development of students' abilities and skills. Such rules should be readily understood by both the students and staff.

The Student Code of Conduct provides details of the College's expectations of students. A student who does not meet the required standards of behaviour makes him/her liable to disciplinary action, suspension or expulsion in sufficiently serious cases. Wherever disciplinary action under this procedure is undertaken, the procedure should be enacted as speedily as possible, while allowing time for an investigation where necessary.

It is recognised that for minor breaking of discipline, a less formal arrangement should exist whereby a member of the College's staff will discuss the matter with the student concerned in order to resolve the issue. The outcome of such a discussion could be a referral to the student's tutor, Programme Leader or The Principal. Such informal discussion is not the subject of this document although failure of a student to respond to such discussion or offers of support could lead to formal disciplinary action. By signing the Application Form, Bursary Form, International Rules & Regulations and Declaration Form at Registration, students are accepting the terms and conditions of this procedure.

2.0 Scope and Purpose

- (a) This procedure applies to full-time and part-time students of the College when they are at the College, and when they are travelling to and from the College on College transport, or on a College organised trip, placement or event. They also apply when behaviour outside of the College has a detrimental impact on other people attending the College, e.g. cyber-bullying.
- (b) This procedure is in place to help and encourage students to achieve and maintain acceptable standards of conduct and to ensure consistent and fair treatment in relation to disciplinary action taken in response to allegations of unacceptable conduct or performance.

3.0 General Principles

- (a) No disciplinary action will be taken against a student until the circumstances have been investigated.
- (b) If appropriate, the Principal (or staff acting with the authority of the Principal), may suspend the student while the investigation is carried out.
- (c) At every stage, a student has the right to be advised of the reason for formal disciplinary meetings, to hear the evidence against him/her and to state his/her case.
- (d) If a student fails, without good reason, to attend a disciplinary meeting which he/she has been instructed to attend, the meeting can take place and a decision made in his/her absence.

- (e) A student has the right to appeal against any disciplinary penalty imposed at the third stage of the procedure and against any decision to permanently expulsion. A student has the right to be accompanied to an appeal hearing by a parent/guardian/carer or a friend who is a student enrolled at the College. Any appeals must be in writing and addressed to the College Principal/Registrar within 7 working days. In all appeals of this nature the Principal's decision will be final.
- (f) Special consideration will be given to students whose behaviour might be the consequence of a recognised learning difficulty or disability, e.g. Asperger's.
- (g) Disciplinary warnings will normally remain on a student's record for 2 years.
- (h) Heads of Faculty/ Programme Leader will make an annual report to The Principal on the number of students who receive formal warnings and any students asked to leave the College as part of the disciplinary procedure.

4.0 Disciplinary Offences

The following are some examples of misconduct:

- (a) any breaking of the responsibilities of students outlined and any breaking of health and safety or other regulations of the College, as outlined at Induction and in the Student Handbook;
- (b) any failure to follow the reasonable instructions of a member of staff;
- (c) any theft of property or any other dishonest acts;
- (d) deliberately or by gross negligence causing damage to any College buildings, equipment, books or furnishings or any property of others;
- (e) any misuse of substances as defined by the Substance Misuse Policy e.g. solvents, alcohol, non-medical use of prescribed drugs or illegal drugs. This applies to substance misuse within, or having an effect within, the grounds and premises of the College. It includes all settings where college activity is taking place (including travel on college transport, off-site visits and residential);
- (f) any interference with hardware, software or data belonging to or used by the College or other students which contravenes the "General Rules and Regulation in the Computer Laboratory " agreed at Induction;
- (g) any smoking or vaping within College buildings or any centres used for College activities;
- (h) any cheating, plagiarism or copying of the work of other students;
- (i) any excessively noisy or any disruptive behaviour or the use of foul or abusive language;
- (j) disrupting any class or any other College activity, whether or not involving staff or other students;
- (k) any bullying (including cyber bullying), intimidation, provoking (including any homophobic comments), verbal abuse or the use of any violence or threat of violence towards any person;
- (l) any behaviour which is socially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments;
- (m) any behaviour which could bring the College into disrepute;
- (n) any illegal act which may have an adverse effect on the work of the College or on other students.
- (o) significant drop in attendance which has a negative effect upon academic performance. The College expects students to attend all lessons. Attendance below 80% is a cause for concern and will be followed up by Academic Advisors. Where a student is warned

about their attendance but there is no improvement then a student's place in College could be at risk.

- (p) any excuses from students to defer semesters without valid reasons and approval but still absent from classes and expecting the College to offer the subjects missed.
- (q) any requests turn down should not lead to students' misbehaviour or threats. Such as request for Replacement Exam due to fee issue, attendance or MC previously must be in writing. Verbal request is not entertained.

Note: This is not an exhaustive list and each incident will be reviewed individually.

5.0 Gross Misconduct

To protect the learning environment, the College takes seriously any breakings of the Student Code of Conduct and will follow the College's Student Disciplinary Procedure should this happen. Furthermore, this Disciplinary Procedure will be used in cases where students are involved in:

- (a) theft of any kind;
- (b) threatening behaviour or assault;
- (c) discrimination of any kind (including racial, homophobic and disability)
- (d) bullying or harassment including by text or email;
- (e) deliberate damage to property (College and personal property);
- (f) endangering the health and safety of others;
- (g) any potentially criminal activities affecting the College or other students;
- (h) possession and/or use of alcohol;
- (i) possession and/or use of illegal substances;
- (j) cheating, plagiarism, forgery and gambling;
- (k) inappropriate access to web material deemed unsuitable;
- (l) inappropriate use of college e-mail
- (m) foul and abusive language used toward any member of the College staff

Note: This is not an exhaustive list and each incident will be reviewed individually.

Where a student's action(s) is/are deemed to be Gross Misconduct, the College reserves the right in the first instance to suspend the student pending a formal investigation. In all cases of Gross Misconduct, the Head of Faculty will investigate the incident. If actions are judged to be so serious that a student's place in College could be untenable, the Head of Faculty/ Programme Leader may recommend the permanent exclusion of a student to the Principal. A letter will be issued to parents/guardian and student notifying them of the decision taken.

6.0 Stages of the Disciplinary Process

The disciplinary procedure is the direct responsibility of the Principal but the operation of the procedure is delegated to the Heads of Faculty/ Programme Leader, Heads of Curriculum, Academic Advisor or a delegated manager.

6.1 First Stage - Informal

6.1.1 This is a support measure before the formal disciplinary procedure is applied and will generally relate to a failure to fulfil a commitment to College e.g. regular lateness, poor attendance, low level disruptive behaviour, failure to complete work on time, disrespectful behaviour towards staff or fellow students, fee issues. The following should act as a guide;

- (a) Attendance - falls below 80% in any four week period during the academic year
- (b) Punctuality - regular unauthorised lateness which disrupts learning
- (c) Deadlines - regular late submission of assessed work- including significant course work
- (d) Behaviour - any breaking of the student code of conduct

6.1.2 It is important that all subject lecturers who have concerns about a student in their class log the concern by writing in Academic Advisor Report or on the student's file to follow up with the student.

6.1.3 The Programme Leader/ Academic Advisor may also raise a concern when a pattern is detected across different subjects when there is a concern about behaviour outside the classroom. In these circumstances, a concern notice will be posted to the students through First Warning Letter or First Notice Letter.

6.1.4 The Programme Leader/ Academic Advisor will review the evidence on the Academic Advisor Report and make arrangements to interview the student to discuss staff concerns. If necessary, individual performance targets will be agreed at this meeting.

6.1.5 Where individual performance targets are set there will be a review period which is at the discretion of the Academic Advisor. This will depend upon the nature of the initial concern. Typically the review period will be within two weeks. The Academic Advisor will meet the student at the end of the agreed review period to check progress against the individual targets set.

6.1.6 If the Academic Advisor is satisfied that sufficient progress has been made to address the initial concerns, the student will be notified that no further action will be taken. If the student has not made sufficient progress against the agreed targets, the Academic Advisor will recommend to the Principal that the student is issued with a SECOND STAGE FORMAL WARNING. The Programme Administrator (PA) with the advice from Programme Leader will issue the second stage formal warning.

6.2 Second Stage - Formal

A Second Stage formal warning is given if there has been failure to make satisfactory progress during the first informal stage. A student can also be issued directly with a Second Stage formal warning for any serious breaking of the Student Code of Conduct without having to go through the first informal stage.

6.2.1 The Programme Leader/ Academic Advisor will make arrangements to interview the student for a formal review. The meeting will be held with the Programme Leader/ Academic Advisor and the Principal/ Registrar/ Academic Coordinator. A student has the right to be accompanied to this meeting by a parent/guardian/carer or a friend who is a student enrolled at the College. The purpose of the meeting will be to highlight staff concerns and to agree individual targets with the student to address these concerns. The agreed actions will be entered on the Academic Advisor Report or on the student's file. A letter will be issued outlining the agreed actions and the timescale for the review period.

6.2.2 A review date will be set at this meeting; however more frequent meetings can be arranged at the discretion of the Programme Leader/Academic Advisor/ The Principal. Students will be offered support from The Student Service (Careers, Welfare, Counselling, and Student Support).

6.2.3 At the end of the agreed review period, the student will have a final review meeting with the Programme Leader/ Academic Advisor/ Academic Coordinator/The Principal. Programme Leader/ Academic Advisor/ Academic Coordinator/The Principal is satisfied that sufficient progress has been made to address the agreed improvement targets, the student will be notified that no further action will be taken. If the student has not made sufficient progress against the agreed targets, the Programme Leader will recommend to the Principal that the student progresses to the THIRD FORMAL STAGE.

6.3 Third Stage - Final

6.3.1 A Third Stage is extremely serious; this represents the final stage of the disciplinary procedure. If there is no significant improvement in behaviour or achievement of the targets set at the Second Stage (Formal) then the Programme Leader may recommend to the Principal that the student is permanently excluded from College.

6.3.2 The Programme Leader will make arrangements for a final review meeting. A student has the right to be accompanied to this meeting by a parent/guardian/carer or a friend who is a student enrolled at the College. The purpose of the meeting will be to highlight continuing staff concerns and to agree final individual targets with the student to address these concerns. The agreed actions will be entered on the Academic Advisor Report or on the student's file. A final contract will be issued outlining the agreed actions and the timescale for the review period. The student will be offered support from College Student Services (Careers, welfare, counselling and student support).

6.3.3 At the end of the agreed review period, the student will have a final review meeting with the Programme Leader. If the Programme Leader/ The Principal is satisfied that sufficient progress has been made to address the agreed improvement targets, the student will be notified that no further action will be taken.

6.3.4 If a student is taken off the third stage formal warning and a further concern is raised (repeat of previous/similar behaviour), the student will in all cases be referred directly to the Principal who will decide on the appropriate course of action.

6.4 Failure to Meet the Terms of The Individual Action Plan

6.4.1 If the student fails to meet the conditions outlined in the individual action plan, the student will be referred to the Principal. A student has the right to be accompanied to this meeting by a parent/guardian/carer or a friend who is a student enrolled at the College. The Principal will decide on the next course of action, this could be suspension pending further investigation or permanent exclusion from the College.

6.4.2 In the case of permanent exclusion the student does have the right of appeal to the Principal. This appeal must be made in writing within 7 working days. In all appeals of this nature the Principal's decision will be final.

6.4.3 In the event of a permanent exclusion from College the student will be notified in writing. If a student has been excluded for serious misconduct they will not be entitled to re-apply for a College course in the subsequent year.

NOTE: It should be noted that depending on the seriousness of a student's actions, or the persistent disregard for College procedures a student can be disciplined through this procedure at the stage which the College considers to be the most appropriate. In extreme circumstances for example, Gross Misconduct, a student can be taken straight to a final interview with the Principal, without having to go through the stages 1, 2 and 3.