

# Code of Student Professional Conduct

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# CODE OF STUDENT PROFESSIONAL CONDUCT

## 1 INTRODUCTION

1.1 The purpose of this document is to supplement the Student Disciplinary Procedures and establish a framework for dealing with breaches of conduct by students who are pursuing programmes leading to a professional qualification.

1.2 Professional qualifications at Academy of Science Technology and Management are offered in programmes such as Diploma in Business.

1.3 Any action under this Code will supersede any disciplinary action being taken under other Rules or Regulations of the College.

## 2 CODE OF STUDENT CONDUCT

2.1 The major principles that govern the basis of acceptable student conduct are set out in the Student Disciplinary Procedures. The following are the procedures to be followed in dealing with all cases of misconduct by students following professional programmes or courses.

### Definition of Misconduct in relation to Professional Conduct

2.2 The definitions of misconduct set out in the Student Disciplinary Procedures apply fully to students pursuing programmes leading to a professional qualification. Misconduct includes breaches of an agreed Code of Conduct set out by any of the regulating or advisory professional bodies (e.g. City & Guilds, Edexcel, AQA, OTHM, DfES, and ATHE) and, more generally, students are required to conduct themselves in a manner appropriate to their particular profession. Guidance about professional conduct is published internally for students by the respective College departments offering programmes leading to a professional qualification before the first professional practice placement.

## 3 DISCIPLINARY PROCEDURES INVOLVING ALL CASES OF ALLEGED MISCONDUCT OF STUDENTS PURSUING COURSES LEADING TO A PROFESSIONAL QUALIFICATION. (These procedures apply both to attendance at the College and to attachment to an appointed institution for professional practice placement)

3.1 Any proposed action will follow the guidance set out in the Student Disciplinary Procedures, as appropriate.

3.2 Background advice should be sought from the College/Placement senior management staff, as appropriate, before action is instituted.

3.3 This codicil authorises a COO or Head of Department to effect the immediate withdrawal of a student from current or forthcoming professional activities and/or College attendance, where this is deemed necessary, and apply procedures set out under 4.2.3 prior to any (re)commencement of study or professional practice placement.

**Note 1:** The withdrawal of a student from current or forthcoming professional activities is, of necessity, deemed a 'neutral' action pending the following of other appropriate procedures.

**Note 2:** The decision to withdraw a student lies with the discretion of the COO or Head of Department.

**Note 3:** Where the respective COO or Head of Department is unavailable to effect a decision to withdraw a student, a senior member of staff will be identified for this purpose, and nominated following consultation with a member of the Senior Management Team.

### **Regulating or Advisory Professional bodies (e.g. OCR, DIUS, CTH, ATHE, DfES, and C&G)**

3.4 In certain cases of serious misconduct, the College reserves the right to seek advice and/or opinion from any recognised professional body without prejudice to the student concerned. In any advice and/or opinion sought, the College will seek to protect the student's identity from disclosure.

## **4 CONDUCT DURING ATTACHMENT TO AN APPOINTED INSTITUTION FOR PROFESSIONAL PLACEMENT/PRACTICE**

4.1 The Student Disciplinary Procedures extend to the conduct and demeanour of all students on attachment outside its premises, including those under the jurisdiction of other institutions.

4.2 Action may be taken against a student whose conduct fails to meet standards demanded by particular professions. Such action may also include withdrawal of the student from an appointed institution, e.g. a hospital, or a primary or secondary school, at the discretion of the respective COO or Head of Department, or at the direction of an authorised Senior Manager in an appointed institution, pending further investigation on the following grounds:

4.2.1 Where the student on professional placement/practice at an appointed institution is accused of an act of misconduct as set out in the Student Disciplinary Procedures, excepting that the phrase 'appointed institution' replaces the word 'College' where applicable;

4.2.2 Where the student is found to be in breach of the regulations and practice of the appointed institution providing the placement. Examples of such breaches, which do not constitute an exhaustive list, would be:

- a) Where the student fails to comply with a code of conduct;
- b) Where the student repeatedly absents him/herself without satisfactory notice and explanation;
- c) Where the student fails to meet standards of presentation or hygiene stipulated by the appointed institution.

4.2.3 Where the student is rendered unsuitable and/or unsafe for professional practice due to a state of mind or health, in which case the College reserves the right to refer students for Occupational Health assessment before any recommencement of study can be considered;

4.2.4 Where it is alleged that the student has falsified documents relating to assessment, or any other matter under the jurisdiction of the College and/or an appointed institution.

**[Note:** Authorised Senior Managers at appointed institutions will normally consult with respective COO, Head of Department or nominee before requiring the withdrawal of a student, unless the circumstances do not allow, as for example in certain cases relating to 4.2.3 above. It is expected that the recommendations of the authorised Senior Manager will be consistent with the general practice of their institutions in regard to other employees/trainees.]

## **5 SERIOUS OR GROSS MISCONDUCT WHILE ATTACHED TO AN APPOINTED INSTITUTION FOR PROFESSIONAL PLACEMENT/PRACTICE REQUIRING THE IMMEDIATE REMOVAL OF THE STUDENT**

5.1 In the event that a serious or gross professional misconduct is alleged, such that the immediate withdrawal of the student is deemed necessary (**where the student is not an employee of the appointed institution**), the appropriate Senior Manager, as soon as is practicable, will report details of the action, together with the reasons, to the respective COO or Head of Department, who has the power to withdraw a student from placement (3.3 above). The student will also be subject to disciplinary action, as appropriate, under the Student Disciplinary Procedures.

5.2 The Procedure under 4.2.1, above, is also to be followed in all cases where a student is accused of serious or gross professional misconduct in **the capacity of an employee at an appointed institution**, where the circumstances leading to the student's removal are related to any form of professional or academic work associated with a programme of study at the College. In such cases, the College is obliged to inform the employer of the decision of any disciplinary action taken by the College.

**[Note:** Access to any professional practice in an appointed institution may be withheld at the discretion of the respective COO or Head of Department or, at the request of Senior Managers at an appointed institution, where a student has failed or refused to comply with specific requirements.]

## **STUDENTS ACCUSED OF MISCONDUCT AT THE COLLEGE WHO ARE FUNDED BY EMPLOYERS FOR THE PURPOSE OF OBTAINING A PROFESSIONAL QUALIFICATION**

6.1 Where a student in employment is accused of misconduct in terms of the Student Disciplinary Procedures, the College shall reserve the right to inform his/her employer and provide details of the case, if requested by the employer.

### **College Procedures in cases where an Employer's Disciplinary Procedure is invoked**

6.2 Where alleged misconduct occurs at a student's place of work, whilst s/he is not under College approved and authorised professional supervision or engaged in College related academic work, the College will await the outcome of any disciplinary procedures instituted by an employer before considering the appropriateness of any further action. In cases of serious or gross misconduct, the College may, under the Student Disciplinary Procedures, suspend the student from his/her course, and/or exclude the student from the use of the

College premises or facilities, for the period of the employer's investigation and until an outcome is known.

## **7 CASES INVOLVING CRIMINAL ALLEGATIONS**

7.1 Where an alleged misconduct also constitutes an offence in Criminal Law, if proved in a Court of Law, the procedure is as stated in the Student Disciplinary Procedures.

### **Cases involving criminal allegations against students attending an appointed institution on professional practice/placement**

7.2 The procedure is stated in the Student Disciplinary Procedures. The appropriate Senior Manager will, where practicable, contact the respective COO or Head of Department before summoning the police, or reporting to them the particular incident or evidence against the student. The student will be informed accordingly.

### **Cases involving criminal allegations at an institution where a student is an employee and subject to an employer's disciplinary procedure**

7.3 In circumstances where criminal allegations are made against a student at an institution where s/he is an employee, and where the employer's disciplinary procedure is invoked, the College may request information about the allegations, and outcome of any criminal and/or disciplinary proceedings in cases where the employer is obligated to disclose information e.g. where the misconduct is related to any College work or any professional code of conduct. Should such misconduct be subject to Criminal Prosecution and penalty, the College reserves the right to seek advice from appropriate regulating or advisory professional bodies as to the suitability of a student continuing any programme of study leading to a professional or further professional qualification. The COO may then decide under the Student Disciplinary Procedures whether any further action should be taken against the student.

This policy forms an integral part of the disciplinary policy and was reviewed in June 2020.