QA Higher Education Student Robbell Complete

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Introduction

expected to be familiar with this Code and to conduct them selves with due regard mission and values. The Code forms part of a range of measures QAHE has in place to safeguard and promote a safe culture, and to enable students to realise their full potential in a safe, healthy, and inclusive environment.

The Code applies to all enrolled students studying at any of our QAHE locations, in London, Birmingham and Manchester, and extends to any applicant applying to study at QAHE or one of our partner universities. By applying and/or accepting a place, you agree to comply with this The Code provides a fram ework, underpinned by and linked to Student Disciplinary Regulations. The will always take precedence when considering any action.

The primary aim of the Code is to set out clear standards of behaviour expected from our students which fosters a safe and inclusive learning environment.

The Code seeks to tackle allegations of non-academic misconduct by students in an integrated and supportive way, and ensure fair, effective, and timely outcomes where behaviour falls below expectations.

We hope that by following the Code and understanding the reasons behind it, students will be able to make the most of their learning experience.

Linked QAHE and University Policies

QAHE Safeguarding Policy and Procedure
QAHE Prevention of Harassment, Sexual Misconduct and Relationship Abuse
London Metropolitan University Student Code of Conduct
Middlesex University Student Code of Conduct
Solent University Disciplinary Procedure
Ulster University Ordinance and Regulations
University of Roehampton Student Code of Conduct



Guiding Principles Regarding Good Conduct

QAHE expects all members of its community to uphold standards of behaviour that are in line with its values and commitment to safeguarding and promoting a safe and inclusive culture across the QAHE community, enabling all students to realise their full potential.

We expect all our students will:

Take responsibility for your own learning, attend regularly and punctually

Always try to communicate in English

Engage fully with all lectures and seminars, giving their full attention and participating actively. This applies equally to online and in-person sessions. It is expected that students do not engage in other activities (e.g. travelling, working, childcare) whilst attending online sessions.

Keep their cameras turned on during online sessions and take an active role in class. This includes contributing to class discussion verbally and/or via the chat function, using the reactions buttons, participating in polls/quizzes and taking part

demonstrated, and background noise should be kept to a minimum. Students





When attending Lectures, Seminars, Meetings

Students should arrive in time for the start of a lecture or seminar as late arrival is extremely disruptive to other students and will not be permitted.

Students must not disrupt a lecture/seminar ability to benefit from it.

The use of mobile phones and other electronic/personal devices to take or make calls, to send or receive text messages, or to record or send images is forbidden in lectures and seminars. Special permission may be requested in exceptional circum stances.

Audio or video recording of lectures/sem in ars/1-to-1 sessions/m eetings and around campus



Student Misconduct procedures

Suspected student misconduct should in the first instance be reported to the Misconduct Administrator via the following email address Misconduct@qa.com. The administrator will pass the details onto the investigating officer, who will usually be the Head of Safeguarding, Student Life and Wellbeing, and in their absence, the Assistant Director of Safeguarding, Student Life and Wellbeing. The role of the investigating officer is to obtain all evidence and make recommendations as to whether a temporary suspension is required, and/or whether the matter needs to be referred to a Disciplinary Panel for form all proceedings. The investigating officer will take one of the following steps:

x Determine that the allegation does not constitute non-academic misconduct, or that there is no case to answer, and take no further action. In this case, no entry

Refer the allegation to a Disciplinary Panel for consideration.

Refer the allegation to the University. If the case is referred to the University, the es will be followed.

Precautionary suspensions

In all cases, the safety of victims and the QAHE community will be the primary consideration, when making any decision to suspend.

If the incident has occurred at the campus, individuals may be sent home pending a full investigation. See section Automatic removal from campus for further information.

If the incident has occurred during an online learning environment, individuals may be asked to leave the session and dependent on the circumstances, may not be permitted to attend online sessions, pending a full investigation.

A precautionary suspension should not be seen as presumption by QAHE of misconduct having taken place. This is determined during the investigation. However, a the suspension may be used as a precaution to allow sufficient time for a full investigation and review to take place, whilst keeping both the reported and our campuses communities safe...

Disciplinary Panel

If the investigating officer determines that the case should be considered by a Disciplinary Panel, they will advise the misconduct administrator who will invite the student to a disciplinary meeting and including a copy of any relevant information gathered during the investigation. The student will be advised of the following:

Details of the allegation that has been received



That there is insufficient evidence to conclude that a breach of the Student Code of Conduct has occurred, in which case there will be no further action.

That there is sufficient evidence to conclude that a breach of the Student Code of Conduct has occurred in which case a sanction may be applied:

- o Form al warning
- o Request the student to write a letter of apology to the affected party.
- o Exclude the student from the campus for a limited period.
- o Exclude the student from the campus permanently.

That the case should be referred to the University.

The misconduct administrator will make a written record of the meeting and will inform the student in writing of the decision, giving reasons and details of any penalties to be applied, normally within 7 days.

The student will be informed of their right to appeal under the appeals procedure of the university partner.

International students

In the case of international students, sponsored by the University, where misconduct is proven an immediate referral will be made to the QAHE Head of Compliance to consider the impact on an immigration status.

Criminal proceedings

Where there is a concern that misconduct that may also constitute a civil or criminal offence QAHE may recommend to the University to defer or suspend any misconduct investigation or proceedings at any time where it believes that an investigation by the police or any other authority is ongoing or contemplated.

