

Academic Year (if applicable):

Target Audience:

ALL STUDENTS
ACADEMIC STAFF

Summary of Contents:

General Principles for Discipline and Behaviour
within the SERC

Roles of staff members responsible for
discipline, suspension, or expulsion.

Attendance Management Procedures.

Enquiries: Any enquiries about the contents of
this document should be addressed to:-

Name/Title: Dr Michael Malone

Campus Address: Lisburn Campus
*25 Castle Street
Lisburn, BT27 5NF*

Tele: 028 92 626779

Fax: 028 92 626795

E-mail: mmalone@serc.ac.uk

Final approval
By: CMT
By: Education Committee

Review date:

Related Documents:

Superseded Documents (if
applicable):

Student / Trainee Disciplinary Policy
10/03/2009

Document Control Administrator
FOI Category:
FOI Class:
FOI Ref:

Contents

1	Introduction.....	3
2	Scope and Purpose.....	3
3	Student Code of Conduct.....	4
4	Examples of Misconduct	4

SERC STUDENT / TRAINEE DISCIPLINARY AND BEHAVIOURAL POLICY

1 Introduction

It is essential for SERC to create and maintain an atmosphere which is conducive to the academic and social well-being of the SERC community and to discourage behaviour which will adversely affect this well-being.

Complaints of misconduct should, wherever possible, be dealt with informally by consultation between the student(s) and the appropriate staff concerned. Informal counselling may form part of the procedure and, conducted at an early stage, may help prevent the escalation of a problem into a formal disciplinary matter.

The formal procedures should only be invoked where informal action has failed or is considered inappropriate.

These procedures are relevant to all students of SERC undertaking a programme of study operated by the SERC. This includes staff that are also students, but only in their capacity as students.

2 Scope and Purpose

SERC is committed to fair, equitable and practical Disciplinary Procedures which at all times will be carried out in a professional manner by the appropriate members of staff.

Disciplinary Procedures are intended to ensure a speedy and efficient resolution of issues. Reasonable time should be allowed for the preparation of representations and the investigation of the circumstances of the allegations. The aim is to prevent unnecessary delay whilst ensuring a full and fair assessment of the particular circumstances of any individual case.

Under SERCs Policies the Principal is responsible for the maintenance of student discipline and, within the rules and procedures provided for within those Policies, for the exclusion/suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic impropriety.

The responsibility for explaining the rules and standards to students rests with the appropriate Course Co-ordinator in SERC or other responsible manager, e.g .AHOS / TO

All FT and substantive PT students are required to accept the policies of SERC as detailed in the e- isla and Student Handbook and PT students who are not required to complete an e- isla will be required to accept the policies of SERC on their enrolment form.

All students should be aware that if they are subject to disciplinary action above STAGE 1 they shall have the right to be accompanied and represented by a person of his/her choice at every relevant stage of the procedure. The exception is that any student 18 and under the parent / guardian will be contacted and invited to attend the disciplinary meeting with representative from the SERC Students Union (SU), but the student must make his/her own arrangements in this matter.

Disciplinary Procedures are outlined in the Student Disciplinary Standard Operating Procedures.

3 Student Code of Conduct

In consultation with the SERC students union the College has determined a basic code of conduct for students. The purpose is to develop an ethos of mutual respect and a safe and productive educational environment.

As a student at SERC you should

- Arrive punctually for all activities in the College. If for some reason you are unavoidably late then come in quietly, apologise and offer your excuse at the end of the lesson. Try to avoid disrupting the class.
- Consume any food or drink in the approved dining areas inside the College. Teaching rooms, workshops etc., where food and drink are prohibited for health and safety reasons should not be used to consume food or drink. Leave all areas in a clean and tidy condition and remove any litter.
- Treat the staff and fellow students at the College with respect. The use of bad language is not acceptable.
- Help create a proactive learning environment. Students can contribute to this by avoiding shouting in the classroom and not talking over one another. Students should also switch off mobile phones and any other mobile devices when they enter the classroom. This enables all students to focus on the learning activity and avoid disruption to other students.

4 Examples of Misconduct

Students are expected to conduct themselves at all times in a manner which demonstrates respect for the SERC, its staff, fellow students and property. Serious breaches of this code could amount to gross misconduct which may lead to expulsion / suspension or termination from the SERC.

Examples of gross misconduct include :-

- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on SERC premises or whilst engaged in any SERC activity. Action which causes injury or impairs safety on SERC premises.
- Theft or damage to College property, or the property of other members of the SERC community, caused intentionally or recklessly.
- Criminal offences where these offences involve other members of the SERC or directly affect the interests of the SERC.
- Misuse or unauthorised use of SERC premises or items of property, including computer misuse
- Disruption or improper interference with the academic or administrative processes of the SERC.
- Examination offences, as defined in SERC Assessment Regulations.
- Breaches of the SERCs Equal Opportunities Policy in respect of other members of SERC, or any person engaged in SERC business.
- Failure to comply with a previously imposed penalty under this code.
- Behaviour which brings, or may bring, SERC into disrepute.

The above list is not exhaustive nor will any example necessarily constitute gross misconduct. Judgement as to whether an instance of gross misconduct has occurred will rest with the College with each case being decided in the light of the full circumstances pertaining.