

VOCATIONAL TRAINING INSTITUTE (VTI LTD)

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(MQA Approved)*

Student Code of Conduct

Responsibility of: Institute Discipline Master/Supervisor

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If you need this document in an alternative format or if you want to contact the VTI management Team please telephone 230-696 6051 or email vti@intnet.mu

Student Code of Conduct

1 Introduction

- 1.1 The Institute is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to live, study, work and relax in an environment where they feel safe.
- 1.2 As members of the Institute community, we expect the highest standards of behaviour from our students, whether on Institute premises or elsewhere. All members of the Institute should be aware of their own behaviour and how it impacts on others. This Code sets out the standards of behaviour expected from students and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.
- 1.3 Where students fail to abide by the required standards of behaviour, action will be taken under the **Student Disciplinary Regulations..**
- 1.4 Any complaints of unacceptable behaviour made by students will be taken seriously and, if substantiated, may provide grounds for action under the Student Disciplinary Regulations or the Staff Disciplinary Procedure as appropriate. Equally, the Institute will take appropriate action for any vexatious or malicious allegations. Students should refer to the guidance on **Dealing with Unacceptable Behaviour** if they wish to make a complaint.

2 Policy statement on violence, abuse and harassment

- 2.1 All students and staff have the right to live, study, work and relax in an environment where and are free from any form of sexual violence, physical violence, abuse and harassment and where their body and personal boundaries are respected.
- 2.2 No student or staff member should be forced to just 'put up' with violent behaviour from others, threats of such behaviour or any forms of abuse or harassment. Action must be taken where necessary to ensure all students and staff are able to enjoy the Institute life without experiencing these.
- 2.3 Any harassment will not be tolerated by the Institute, and those who commit or threaten acts of harassment should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.
- 2.4 Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or

harassment can seek the help of supervisory Services. Student/ supervisory Services will offer appropriate support and also help report any issues as appropriate. Students should also make a complaint if appropriate and guidance on how to deal with these issues is set out in the Guidance

- 2.5 The Institute is aware that sexual violence and sexual harassment is predominantly aimed at women. However, men are also affected by such behaviour and the Institute will aim to support all students regardless of gender or sexuality.
- 2.6 Students who wish to make a complaint about the behaviour of staff or students of the Institute should follow the Dealing with Unacceptable Behaviour Guidance for Students

3 Behaviour towards others

- 3.1 You should treat all Institute staff, students and visitors with courtesy and respect.
- 3.2 You should respect other members' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
- 3.3 You should ensure that you behave in a manner compatible with the Institute's Equality and Diversity statement and not discriminate or harass anyone on the basis of their **age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.**
- 3.4 On no occasion should you use personally abusive, threatening or violent behaviour either in person or through the use of email, texts or social media.

4 Safety and Security

- 4.1 VTI LTD owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the Institute is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of the Institute .
- 4.2 You should ensure that you do not take any action that endangers yourself or others.
- 4.3 You should comply promptly with any requests in the event of an emergency.

5 Care of property

- 5.1 You should treat Institute property, equipment and other materials and the property of others with care and respect.
- 5.2 You must abide by the Institute policies regarding food and drink where this is signposted as this can damage equipment.
- 5.3 You should take care of your own property and not leave valuables unattended.

6 Smoking

- 6.1 Smoking is prohibited inside any building operated by the Institute (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke near doors and outside areas where it is clearly designated as no smoking.

7 Drugs and Alcohol

- 7.1 You must not take or supply illegal drugs on campus. Drugs found in students' possession will be confiscated and students will be disciplined.
- 7.2 Students under alcohol/drug will be referred to authority for dealings .
- 7.3 Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.
- 7.4 Students should abide by the separate disciplinary policy which is applied in school..

8 Compliance with Policies and Regulations

- 8.1 You should comply with any other published Institute policies, codes or procedures which are designed to ensure the effective operation of the Institute . You should make yourself familiar with and abide by the Institute 's Policy and Regulations in particular:
- (a) Academic Regulations, particularly the Academic Offences Regulations
 - (b) Internet and email codes of practice
 - (c) Health and Safety Regulations and Fire Regulations,
 - (d) Freedom of Speech and 'No Platform' Policy for visiting speakers.
 - (e) Students' rules.

9 Discipline

- 9.1 Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:
- (a) Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others;
 - (b) sexual violence, abuse or harassment;
 - (c) racist activity or behaviour;

- (d) damage to Institute property or the property of any student or member of staff;
- (e) any action likely to cause injury to any person or impairing the safety of the premises; including fighting on Institute premises;
- (f) conduct that interferes with the academic or administrative activities of the Institute , such as disruption of teaching, research, examinations, working of staff and other campus services;
- (g) falsification or misuse of qualifications including Institute records, including award certificates
- (h) misappropriation or misuse of Institute funds or assets or those of others;
- (i) false pretence or impersonation of others within or without the Institute , in connection with academic attainments or financial awards
- (j) offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others
- (k) conduct, either on or off campus, which brings the Institute into disrepute.

9.2 The above list is not intended to be exhaustive but outlines what the Institute considers to be unacceptable behaviour.

10 Disciplinary procedures

10.1 The Disciplinary Procedures will be followed where there is a breach of the Code of Conduct.

10.2 Students may contact the management for support through the disciplinary process.

10.3 Appendix A outlines unacceptable behaviours and what sanctions may be imposed where instances of it are found through the disciplinary investigation. The appendix is illustrative only and a full list of the sanctions which may be imposed by the Institute are set out in the Disciplinary Regulations. There will be instances when certain behaviours which would usually be considered to be minor are in fact very serious and will require a more serious sanction and there will be instances when certain behaviours which would usually be considered to be serious are in fact minor and will require a less serious sanction

10.4 Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be taken into account when determining what sanction should be imposed.

11 Precautionary action and suspension from the Institute

- 11.1 Where a student is being investigated under the Student Disciplinary Regulations, they may be suspended as a precautionary measure if it is considered that it is necessary to protect the student, the integrity of the investigation and or other students from harm. Precautionary action will be reasonable and proportionate and may include:
- imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move);
 - suspending the accused student from his/her studies;
 - excluding the accused student (for example, prohibiting the accused student from going to certain facility and from attending a placement).
- 11.2 These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the Institute has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.
- 11.3 Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.
- 11.4 More detail on precautionary action is outlined in the Student Disciplinary Procedures.

12 Conviction for a criminal offences

- 12.1 Students should always declare when they receive a conviction. Where a student has been convicted of a criminal offence during their studies at the Institute, consideration will be given as to whether this affects their status as a student at the Institute. In coming to this decision, the Institute will consider particularly the nature of the offence and whether other students are at risk. It will also consider whether the actions of the student has brought the institution into disrepute. This will apply to convictions both on campus but also those committed off campus.