

Student Code of Conduct & Disciplinary Policy

Policy no:	2.3
Version no.	24.11
Next review due:	September 2025
Last review date	November 2024
Responsible Board:	Academic Board
Approved by & date:	BoG September 2020
Linked policies:	<p>Safeguarding and Prevent Policy</p> <p>Equality & Diversity Policy</p> <p>Anti Bullying & Anti-Harassment Policy</p> <p>Academic Misconduct Policy</p> <p>Student Handbook</p> <p>Health and Safety General Policy</p>
External reference:	Office of the Independent Adjudicator for Higher Education's (OIAHE) Good Practice Framework for Handling Complaints and Academic Appeals, Revised December 2022
Audience:	Students, Staff, and the General Public

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1 Introduction

Oxford Business College (OBC) is committed to providing a high standard of learning, teaching and assessment for all students as set down in the Learning Teaching and Assessment Strategy. This can only be achieved if members of the College work alongside each other in an environment which promotes respect and kindness. Students at the College are expected, therefore, to always conduct themselves in a manner which demonstrates respect for the College, their fellow students, staff, and members of the wider community. Please read the following valuable information on the College's Code of Conduct, which highlights how you are expected to behave whilst you are a student at the College.

2 Purpose

This document sets out the procedures that should be followed where the Student Code of Conduct has been breached in respect of undesired behaviour. Breaches of the Oxford Business College Student Code of Conduct may lead to disciplinary action, such as temporary suspension being taken against a student. Repeated breaches of the Student Code of Conduct, or serious breaches of conduct may constitute Gross Misconduct and could result in permanent exclusion.

3 Scope

This Student code of Conduct and Disciplinary Policy applies to all students who have agreed to the Oxford Business College terms and conditions at the time of application. This Policy may also apply to any member of the public who attends classes or avails themselves of other services that the College offers online or in person at any of the College's facilities. This included people making enquiries as well as students attending full-time, part-time, or short courses. This policy does not cover staff disciplinary procedures, which are set out in the Staff Handbook. The College may report any breaches of the law to the police. The College's Student Code of Conduct, and subsequent implementation of the Academic Misconduct Procedure or Non-Academic Disciplinary Procedure will be applied independently of any police investigation or prosecution that may or may not arise. Students who breach the Student Code of Conduct may be subject to the College's Non-Academic Disciplinary Warning System (Appendix 1). Academic and Non-Academic Misconduct Procedures can run alongside one another.

4 Student Code of Conduct

The College has an expectation that all students will engage with the Code of Conduct. This policy sets out what is good conduct and what is bad conduct. The list is intended as a guide

but is not exhaustive. There will be examples of other types of behaviour that are also deemed unacceptable.

5 General Good Conduct

The following is a list, though not exhaustive, of what is meant by good conduct in general:

- 5.1 Being honest
- 5.2 Acting responsibly
- 5.3 Abiding by the law
- 5.4 Being considerate, respectful, and courteous towards others
- 5.5 Realising that you are a member of the Oxford Business College community and behaving accordingly. This applies anywhere and at any-time but is particularly important in the local community around OBC, whilst on fieldwork, whilst on other study away from OBC and whilst engaged in any other OBC-related activity. It also includes engaging as an OBC student with others online.
- 5.6 Recognising the diversity of the College community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.
- 5.7 Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied

Additional Expectations for Student Conduct and Engagement:

- 5.8 Attend all scheduled meetings with academic and administrative staff, including Programme Leaders (PLs), Academic Staff, Personal Tutors, Support Staff, Administrative and other relevant staff members.
- 5.9 Follow reasonable instructions from staff and comply with any additional requests in accordance with institutional policies.

- 5.10** Students are required to respond to all official communications from the institution, including emails, letters, and messages, within the specified deadlines. This ensures that students remain informed about academic requirements, deadlines, and other important matters.
- 5.11** Ensure personal contact details are accurate and kept up to date, and promptly inform staff of any changes.

This list is not exhaustive, and students are expected to comply with any other reasonable requests or responsibilities outlined by the institution in accordance with its policies and regulations.

6 Conduct expected by students when attending classes in person or online workshops

Students are expected to adhere to the following guidelines when attending classes, whether in person or online using Teams:

- 6.1** Adhering to the rules and regulations set forth by the College for academic activities.
- 6.2** Being punctual for classes and other scheduled appointments, whether online or in person.
- 6.3** Notifying the relevant instructor or coordinator promptly if unable to attend a scheduled activity.
- 6.4** Utilising available academic and general support resources, such as Senior Managers, Support Staff, Programme Leaders, Coordinators, and Tutors, for guidance and assistance. Taking initiative to seek help independently when needed.
- 6.5** Maintaining respectful and non-disruptive behaviour during class sessions, whether in a physical or virtual environment.

When participating in online classes specifically using Microsoft Teams, students are encouraged to:

- 6.6 Ensure stable internet connectivity and appropriate technological setup before each session. Keep their camera on to facilitate engagement and interaction unless there are specific reasons not to do so.
- 6.7 Being in a suitable environment conducive to learning, avoiding distractions, and ensuring privacy, such as not participating while driving or engaging in other activities that may detract from the learning experience.
- 6.8 Familiarise themselves with the features of Teams, such as raising hands, using chat for questions, and participating in discussions.
- 6.9 Minimise distractions and create a conducive learning environment.
- 6.10 Respect the online class etiquette, including muting when not speaking, avoiding multitasking, and actively engaging in discussions and activities as required by the instructor.

Conduct expected of students when at their campus. Students are expected to adhere to the following guidelines when on campus:

- 6.11 Playing a part in maintaining security by producing an ID if requested by any staff member and by taking full responsibility for any personal belongings brought into the College premises
- 6.12 Respecting buildings, spaces, and facilities
- 6.13 Recycling and disposing of litter responsibly
- 6.14 Being aware of the college's advice for saving energy.
- 6.15 Showing consideration for others regarding noise (e.g., switching mobile phones off in classes)
- 6.16 Ensuring that any activity you engage in using the internet, including virtual learning environments, social networking sites (e.g., Facebook, Twitter, Instagram) does not cause offence and could not be regarded as bullying or harassment.
- 6.17 Respecting the right of freedom of speech provided it is within the law.

7 Location and time of undesired behaviour

The behaviour of students in relation to non-academic matters that are addressed by this Policy include, but are not restricted to, the following:

- 7.1 The behaviour of students during the delivery of courses or any time when within college premises, including car parks.
- 7.2 The behaviour of students away from the College campus when they are representing the College, travelling to or from the College or are involved in an incident that is of a serious nature and/or places the reputation of the College at risk.
- 7.3 The behaviour of students in virtual environments including the VLE, online video conferencing and social media platforms where they are in contact with staff, students, or other College stakeholders.

8 Gross Misconduct

Any behaviour involving violence or the threat of violence, deliberate damage to property, putting the health and safety of others in danger, bullying, harassment, intimidation, dishonesty (including cheating and theft) or any illegal activity is likely to be treated as Gross Misconduct.

Disciplinary action may be taken against students for repeated breaches of the college's Code of Conduct or whose behaviour is considered by the college to constitute Gross Misconduct. Gross Misconduct will normally be dealt with under Stage 3 Strategic Management Team (SLT) involvement of the disciplinary procedure. In such circumstances, a member of the SLT has the power to temporarily suspend a student pending an investigation and the outcome of the Stage 3 hearing, without prejudice. Under these circumstances, the student is not permitted to enter any Oxford Business College premises other than by invitation such as to attend an examination, attend an Investigation Hearing or by prior appointment with a member of staff investigating the case.

The following are specific examples of behaviour which may be considered Gross Misconduct. This is not a comprehensive list:

- 8.1 Taking part in any activities that break the law including theft, fraud, criminal damage, violent or threatening and aggressive behaviour.
- 8.2 Bringing, using, or distributing prohibited drugs, alcohol, or illegal substances into the College or within the immediate vicinity of the College including the car park.
- 8.3 Carrying, threatening to use, or using an offensive weapon or bringing a potential or imitation weapon into the college or within the immediate vicinity of the College.
- 8.4 Causing damage to college property by graffiti or vandalism to buildings, equipment, books, or furnishings
- 8.5 Gambling on the College premises
- 8.6 Smoking or vaping in any of the College buildings
- 8.7 Smoking or vaping in a non-smoking area within the vicinity of the College including the car park
- 8.8 Carrying out any actions which affect College security or endanger others
- 8.9 Failure to follow Health and Safety regulations.
- 8.10 Interfering with fire equipment or notices.
- 8.11 Racial, sexual, disability or special needs discrimination.
- 8.12 Bullying or harassment, including sexual harassment.
- 8.13 Swearing or using abusive or insulting language.
- 8.14 Allowing anyone else to use your ID (College identity card)
- 8.15 Interference with software belonging to or used by the college or misuse of computer facilities.
- 8.16 Posting damaging or offensive messages, attacking staff or other students on online networking sites
- 8.17 Making malicious or false complaints about the College and its staff or students which lead to external action by the authorities
- 8.18 Any deliberate damage to IT systems, accessing internet pornography, hacking, downloading malicious software or deliberately introducing viruses.

- 8.19** Distributing or publishing a poster, notice, sign, electronic or internet posting or any other publication either on College premises or computer networks, which is offensive, intimidating, threatening, indecent or illegal, or is likely to make others fearful, anxious or apprehensive or which could reasonably be expected to harm significantly and unfairly the standing or reputation of the College.
- 8.20** Misuse or unauthorised use of college premises or items of property, including computer misuse
- 8.21** Obstructing or being unreasonably unhelpful to college staff investigating a breach of college procedures
- 8.22** Conduct which prevents, obstructs, or disrupts teaching, learning and assessment, or the administration of the business of Oxford Business College
- 8.23** Failure, without reasonable excuse, to attend a disciplinary hearing as witness or defendant when requested to do so or interfering with or intimidating witnesses.
- 8.24** Engaging in threatening behaviour or being uncooperative towards staff members.
- 8.25** Any documentation submitted during a student's period of study, including but not limited to evidence supporting mitigating circumstances or attendance authorisation, that fails verification checks conducted by OBC staff and is determined to be fraudulent, will be treated as an act of gross misconduct.

9 Unacceptable Conduct

Behaviour that makes others feel uncomfortable, embarrassed, or afraid may not be treated a gross misconduct but is still considered unacceptable at the College. The following is not a comprehensive list:

- 9.1** Leaving litter including cigarette butts anywhere in or around the College campus, including the car park (student are expected to use the bins provided for their rubbish).
- 9.2** Wearing clothing with offensive pictures or slogans.
- 9.3** Taking part in noisy or disruptive behaviour.

- 9.4 Bringing visitors into the college without permission.
- 9.5 Eating or drinking in classrooms or other learning areas without permission.
- 9.6 Selling or distributing goods without permission.
- 9.7 Failure to follow reasonable instructions of a member of staff.
- 9.8 Causing disruption to the learning of others. Where students are causing serious disruption to the learning of others, they may be required to leave the classroom and/or Oxford Business College premises immediately. This action by a Tutor or other member of staff dealing with the incident does not constitute suspension or expulsion and will not prejudice the subsequent handling of the case, which will normally be dealt with under Stage 3 of the disciplinary procedure.

10 Disciplinary Procedures

Where it is deemed necessary, the conduct of any student will be investigated as is appropriate to the circumstances of the case. The Student Code of Conduct and Student Disciplinary Policy may also invoke other policies such as Safeguarding, Equality and Diversity Policy and the Anti-Bullying & Harassment Policy.

10.1 Procedure for Raising Concerns

Concerns can be raised either in writing or verbally.

- 10.1.1 Concerns should be initially reported to a Programme Coordinator or Programme Leader.
- 10.1.2 The initial concern should be recorded by the staff member receiving the report.
- 10.1.3 The Programme Leader is responsible for accumulating and managing the concerns raised.

10.2 Stage 1 - Verbal Warning

If a Programme Leader consider an offence that has been brought to their attention merits a lesser penalty than that of suspension or expulsion from the College, they may proceed under the Stage 1 procedures and delegate responsibility of dealing with the case to an appropriate member of staff, who will act as the Investigating Officer (IO) and conduct a Stage 1 Warning Hearing with the student.

The Investigating Officer, who will be independent of any of the incident(s), will be appointed by a Programme Leader. A list of typical staff members recommended for Investigating Officer is included in Appendix 3.

The procedure for Stage One is as follows:

- 10.2.1 The IO will invite the student to a 1:1 meeting.
- 10.2.2 The IO will provide the student with a copy of this document. The IO will speak to the student in question and any relevant witnesses and establish what happened.
- 10.2.3 The IO will discuss the incident(s) with the student during the meeting. The IO will decide if a warning is appropriate or not. If they believe a warning is appropriate, they should give it verbally.
- 10.2.4 The student should also be warned verbally that any repeat of the misconduct may result in further action.
- 10.2.5 A note of any warning must be made by the IO and sent to the Registrar to be placed on the student's file.

If the decision is to issue a Stage 1 Warning, practical measures to avoid recurrence must be identified and agreed by both the student and the IO and incorporated into the Warning. There is no right of appeal against a Stage 1 Warning.

10.3 Stage 2 – Written Warning

Where the breach of the student code of conduct is of a more serious nature or there has been no improvement in the behaviour which warranted the Stage 1 Warning, the student will be invited to attend a Stage 2 disciplinary interview with a member of a Senior Manager including the Chief Academic Officer or Executive Principal.

At least 3 days' written notice will be given, and the notice will state:

- 10.3.1 the nature of the breach and a summary of the evidence.
- 10.3.2 a copy of this document.
- 10.3.3 confirmation of the time and place of the interview.

The SLT member will discuss the concern or complaint with the student (as per the Stage 1 procedure) and, after considering any explanation given, decide whether a Stage 2 Warning should be given.

If the decision is to issue a Stage 2 Written Warning, practical measures to avoid recurrence must be identified and agreed by both the student and the SLT member and incorporated into the Warning, which will be sent to the student within 5 working days from the date of the Stage 2 disciplinary interview.

A copy of the Warning must be sent to the Academic Board to be placed on the student's record and copies provided to the Registry.

There is no right of appeal against a Stage 2 Warning

10.4 Stage 3 – Investigation Hearing

Where Gross Misconduct is alleged to have occurred or misconduct is repeated after the SLT Stage 2 Written Warning, the student will be invited to attend an Investigation Hearing (IH) with the SLT, chaired by an SLT member, with no prior involvement in the case. The Executive Principal cannot be involved at this stage.

At least 5 days written notice will normally be given, and the notice will state:

- 10.4.1 the nature of the breach of the student code of conduct and a summary of evidence
- 10.4.2 a copy of this document
- 10.4.3 confirmation of the time and place of the interview.

The Chair of the Investigation Hearing (IH) SLT member(s) to join the Hearing and a note-taker will also be present. Students will be entitled to be accompanied a guest. This could be a friend, fellow student, or relative or staff member of their choosing. This guest cannot provide representation but is there for moral support only.

During the hearing, the Chair will present the case against the student and may refer to witness statements, attendance records, previous warnings or any other relevant documentation that relate to the case. The student has the right to call witnesses who may be questioned by either the student and/or their representative.

After hearing the student's case, the Chair of the IH will listen to the view so the IH and make one of the following decisions:

- 10.4.4 No further action will be taken.
- 10.4.5 The student will receive a stage 3 Written Warning
- 10.4.6 The student will be suspended from the class or the college, for a specified period.
- 10.4.7 The student will be permanently excluded from the class or the college; this decision may be reviewed after a minimum of 12 months should the student wish to enrol on a college course again.
- 10.4.8 Further investigation is needed before a final decision can be made.

The Chair of the IH will write to the student within 5 working days to communicate the decision including the reasons for it, which will have immediate effect. If relevant, the timescale and procedures for reviewing an exclusion will be provided.

The letter will affirm the student's right of appeal to the Executive Principal or Managing Director in their absence, stating that this must be done within 10 working days of receipt of the decision letter. In case of permanent exclusion, the letter will also state that the exclusion may be reviewed after a specific period (usually 6 to 12 months) and the student may be readmitted to the College subject to a satisfactory interview with a member of the SLT and to certain conditions being met.

10.5 Appeal

A student who wishes to appeal against a disciplinary decision must do so within 10 working days of the date they were informed of the decision. To do so, they should write to the Executive Principal or Managing Director in their absence, stating their main grounds for appeal.

The Executive Principal or Managing Director in their absence can reach a final decision based upon the documentary and/or new evidence or convene an appeal hearing.

At an appeal hearing, the SLT member who made the decision in Stage 3 of the procedure will be asked to present and explain the reasons for the decision.

The student will be invited to explain the grounds for the appeal.

The Executive Principal or Managing Director in their absence may ask questions of the student and the SLT member presenting the case and will then consider whether to allow or dismiss the appeal. Any witnesses will normally be asked to be on call to answer any questions.

If the appeal is upheld, the Executive Principal or Managing Director in their absence may decide on lesser disciplinary action, or no disciplinary action. If the appeal is dismissed the Executive Principal will issue a statement saying that they have decided to uphold the recommendation at Stage 3.

The Executive Principal's or Managing Director in their absence decision is final and is not subject to any further appeal and will be confirmed in writing to the student within 5 working days.

11 Warnings

If a student has received a warning for non-academic misconduct, the following will apply:

- 11.1 Warnings will normally remain current for 12 months from the date of issue. This may be varied at the time the warning is issued, and the period must be defined in a warning letter otherwise the 12 months period remains standard.
- 11.2 All disciplinary records must be accurately kept by the registrar, with a list of student names and their sanction dates with clear dates of duration for each sanction.
- 11.3 No more than one warning will be issued at each stage form 1-3.
- 11.4 The Non-Academic Misconduct Warning System is run independently from the Academic Misconduct Warning System so students may have warnings on both systems running side by side.

11.5 A summary of the Oxford Business College Non-Academic Misconduct Warning System can be found in Appendix Verbal warnings and written warnings that are not likely to lead to suspension or exclusion should be dealt with **on a day-to-day operational basis and do not require a formal investigation process.**

12 Suspension & Exclusion

In the case of serious incidents / safeguarding concerns, a member of the Strategic Management Team, or Campus Dean may suspend a student pending an Investigative Hearing.

A specified period of Suspension (usually no more than 15 days) or a permanent exclusion may also be issued by the Chair of the Investigative Hearing (IO) as the outcome of the Hearing.

Appendix 1

Summary of the Non-academic Disciplinary Warnings Stages

Stage	Member of Staff Responsible	Sanction	Route of Appeal
1 Verbal Warning	A misconduct warning can be given by an Investigating officer with delegated powers from the Strategic Management Team (SLT).	Verbal warning and the record placed on file. (College sanctions may be applied)	None
2 Written Warning	A misconduct warning can be given in writing by a member of the SLT.	First written warning and the record placed on file. (College sanctions may be applied)	None
3 Written Warning	A misconduct warning can be given by the Chair of the Investigative Hearing (IH) who must be an SLT member excluding the Executive Principal.	Final written warning and the record placed on file (College sanctions may be applied)	None

Appendix 2

Meeting Template

Managers might find helpful to note discussions/outcomes in relation to meetings.

STRICTLY PRIVATE & CONFIDENTIAL	
Stage of misconduct disciplinary procedure (1-3)	
Name of Investigating Officer (IO)	
Name of Chair of the Investigation Hearing (IH)	
Name of student	
Course details	
Programme	
Issue of concern	e.g., timekeeping.
Date of Last Disciplinary Meeting (If applicable)	
Name(s) of other attendee(s) (if applicable)	

Background:	
Investigation of issues/Summary of key points discussed: <i>(What is covered will depend upon each individual case)</i>	
Outcome: <i>(Depending upon the individual case)</i>	
Date	
Signed by the IO or IH	

Appendix 3

Typical staff recommended for Investigating Officer (IO) or to handle Stage 2 & 3 investigations.

Stage 1

Area of Inquiry	Recommended Investigating Officer/s
Students	Safeguarding Lead, Programme Leader, Academic Quality Manager
Issues with Academic Staff	Programme Leader/Coordinator
Issues occurring outside College	Student Support Manager
Issues with Admin or Admissions Staff	HR or Campus Operations Manager

Stage 2 & 3

Area of Inquiry	Recommended Manager
Students	Chief Academic Officer
Issues with Academic Staff	Chief Academic Officer
Issues occurring outside College	Chief Operating Officer
Issues with Admin Staff	Chief Operating Officer