





Introduction

As members of QA Higher Education's (QAHE) diverse community, all students are expected to be familiar with this Code and to conduct themselves with due regard to QAHE's 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



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 lectures verbally and/or via the chat function, using the reactions buttons, participating in polls/quizzes and taking part in breakout groups with other students. Good 'netiquette' should be demonstrated, and background noise should be kept to a minimum. Students must inform the Welfare Team and/or their lecturer of any issues affecting their ability to use their camera and/or engage fully in online sessions.

Engage fully with your personal tutor; studies advisor; academic team and support services.

Comply with any requests to provide feedback through the completion of surveys and providing comments to help us enhance our courses and services.

Engage fully with any feedback opportunities and to submit assessment on time, completed to the best of your ability.

Behave responsibly and respect other students, staff and the local community both on and off campus.

Familiarise yourself with QAHE, University rules, policies, and regulations.

Pay all fees and charges due when required and that you settle any outstanding debts prior to graduating.

Not behave in any way which may be considered threatening or disruptive or likely to lead to injury or physical or emotional harm to any other students or staff.





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 or interfere with other students' 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 circumstances.

Audio or video recording of lectures/seminars/1 to 1 sessions/meetings and around campus should only take place with the agreement of the lecturer/s /member of staff or prior authorisation from Learning Support Team, where there is an adjustment to learning. Please refer to our Guidelines for Recording for further detail.

Whilst attending lectures, seminars or meetings students are expected to communicate with one another using English only.

Reporting an Incident

If you are a victim or; or witness to, an incident that you feel is a breach of the Code, you





Guiding Principles Regarding Misconduct

QAHE considers the following inappropriate conduct to constitute misconduct. Behaviour of this nature is likely to lead to disciplinary proceedings. The list should not be considered to be exhaustive.



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 Student Wellbeing, and in their absence, the Welfare Manager. 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 formal proceedings. The investigating officer will take one of the following steps:

- 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 regarding the matter will be entered on the student's record;**
- Refer the allegation to a Disciplinary Panel for consideration.**
- Refer the allegation to the University. If the case is referred to the University, the University's policies and procedures will be followed.**

Temporary 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.

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 temporary suspension should not be seen as presumption by QAHE of misconduct having taken place. This is determined during the investigation. However, a temporary suspension may be used as a precaution to allow sufficient time for a full investigation and review to take place.

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, giving no less than three days' notice and including a copy of any relevant information gathered during the course of the investigation. The student will be advised of the following:

- Details of the allegation that has been received**
- That the allegation is being considered by a Disciplinary Panel**
- That the student is entitled to bring a supporter**
- The names of the attendees at the meeting**

In the disciplinary meeting the allegation will be discussed with the student giving them an opportunity to respond. At the end of the meeting the Panel will determine one of the following:

- 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:

Formal warning

Request the student to write a letter of apology to the affected party.

Exclude the student from the campus for a limited period of time.

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



Recording and Storing of data

All documents will be held on the Welfare Team's Case management system. This is separate to your academic records. The records will be destroyed by the Welfare team, 6 years after the academic year in which the incident was dealt with, or the latest incident, if there is more than one.

If following the investigation, the case was referred to the University, the University's policy will apply.