



Student Disciplinary Policy

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Charity Number: SCO 36198

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Student Disciplinary Policy

1. Purpose

- 1.1 The purpose of this Policy is to ensure a positive environment for all students in which effective learning can take place. This Policy will help to encourage all students to achieve and maintain acceptable standards of conduct and academic performance; it will also make clear that there are consequences for inappropriate behaviour. The College is committed to ensuring that all students who may be subject to disciplinary processes are dealt with in a fair and equitable manner, whilst taking into account the individual circumstances of each student.
- 1.2 This policy is expressed through a Code of Conduct. Students are expected to adhere to this Code in return for being admitted to the College and being provided with education and other services and facilities. It also sets out the procedure which should be followed where the Code of Conduct is breached.
- 1.3 Breach of the Code of Conduct may lead to disciplinary action being taken against a student and repeated breaches or a single serious breach may result in a student being suspended or expelled from the College.

2. Scope

This policy applies to all students of the College consistently.

3. Responsibilities

- Depute Principle is responsible overall for this policy.
- Faculty Directors are responsible for the management of this policy.
- Curriculum Heads are responsible for the implementation and delivery of this policy.

4. City of Glasgow College Equality Statement

We will positively promote equality, diversity and human rights for all.

In doing so, the College will:

- Foster good relations based on dignity and respect,
- Advance equality of opportunity for individuals; and,
- Eliminate harassment, victimisation and unlawful discrimination.

5. Student Code of Conduct

Students are expected to:

- Behave in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities (including work placements and external activities).
- Be punctual, attend all sessions required by their course timetable and undertake all associated work.
- Understand and adhere to College rules, regulations and policies.
- Familiarise themselves with the College's Health and Safety regulations, comply with those regulations and act at all times with due regard for their own safety and that of others.
- Respect the property of the College, and its staff, other students and visitors complying with the College's diversity and equalities obligation.
- Support staff and other students in the maintenance of a clean and tidy environment throughout the College.
- Follow the reasonable instructions of any member of College Staff.
- The following are examples of misconduct which may result in disciplinary action being taken against students. The list is not exhaustive:

The following are examples of misconduct which may result in disciplinary action being taken against students. The list is not exhaustive:

- Any breach of any of the students' obligations set out above (any breach of Health and Safety or other regulations of the College).
- Any failure to follow the reasonable instructions of a member of staff (NB Failure to follow reasonable instructions may result in a student's removal from College premises).
- Any smoking on College premises (both in and buildings, in undesignated smoking areas, or any property owned or operated by the College not designated for smoking).
- Any cheating, plagiarism or copying of the work of other students.
- Any aggressive behaviour or the use of foul or abusive language.
- Deliberately or by gross negligence causing damage to any College buildings, equipment, books or furnishings or any property of others.
- Participating in, or willingly permitting, unauthorised interference with software or data belonging to or used by the College.
- Any theft of property or any other dishonest acts.
- Any drunkenness while on College premises or while engaging in activity associated with the College (eg work experience, college trips).
- The use, possession, supply, or intent to supply, of any controlled substance or alcoholic beverage.
- Any bullying, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person.
- Any behaviour which is racially or sexually offensive or which is offensive to those with learning difficulties and/or disabilities.
- Any behaviour which could bring the College into disrepute.
- Any illegal act which may have an adverse effect on the work or reputation of the College, other students, staff or visitors.

6. References

6.1. Other College Policies and Procedures

Student Bullying and Harassment Policy

IT Acceptable Use Policy

Health and Safety Policy

Assessment Policy

7. Document Control and Review

Approval Status	Approved
Approved by	Depute Principal
Date Approved	08/05/14
EQIA Status	Initial Screening Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> Full EQIA Conducted? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Proposed Review Date	March 2016
Lead Department	Faculties
Lead Officer(s)	Faculty Directors
Board Committee	Learning & Teaching
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8. Revision Log

Version Date	Section of Document	Description of Revision
Version 1 06 Dec 2011		First version of City of Glasgow College policy
Version 2 08 May 2014	3 7	Change of Lead Department and responsibilities to reflect changes in organisational structure. Version 1: Approved by Learning & Teaching Committee Version 2: Approved by Depute Principal