



## **POLAP 5 Learner Behaviour Policy**

All College policies and procedures adhere to the guidelines and ethos of Equality and Diversity.

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<b>Date of Origin</b>	<b>Last Updated</b>	<b>Proposed Review Date</b>	<b>EQIA Date</b>	<b>Responsibility For Review</b>
June 2015	August 2022	August 2023	June 2015	Assistant Principal: Education and Student Success

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## History of Changes

Date	Page Number/ Paragraph /Section	Description of Change	Rationale for Change
1 April 2022	All pages	Curriculum and Quality Leader (CQL) changed to Academic Leader	Internal review
1 April 2022	Front page	Assistant Principal: Learner Services and Quality to Assistant Principal: Education and Student Success	Responsibility For Review
1 August 2022	All pages	CQA 7 changed to POLAP 5	Internal review

## **1 Policy Statement**

- 1.1 New College Lanarkshire is a learning institution and it is assumed that students undertake learning to develop themselves by acquiring knowledge and qualifications. It is expected, therefore, that student behaviour will at all times be consistent with the purpose of the College and that students will respect other people and property. The College is committed to providing opportunities for learning in a caring and supportive environment which respects the individual.

At all stages of any disciplinary process, due consideration will be given to the individual circumstances and needs of the student as appropriate.

- 1.2 In the interests of making this policy and related procedure readily accessible to students, the document is available to students from Student Advisers, Student Association as well as on the College intranet.
- 1.3 Where formal disciplinary action is to be taken against students who are attending College under the auspices of an employer or other external agency, then the College will inform that employer or other external agency of its actions at the earliest possible opportunity.
- 1.4 Where students are attending College but are still the responsibility of a partner school (e.g. early school leavers, students on a Skills for Work, school link or other partnership programme) then any student who is deemed to be in breach of the Learner Behaviour Policy will be referred in the first instance to the School/College Partnership Co-ordinator or School Development Manager, and the school will remain responsible for applying its own disciplinary policy and procedures.
- 1.5 Disciplinary action in New College Lanarkshire does not rule out reporting serious issues to the police or other external agencies, after discussion with a member of the Executive Board.

## 2 Responsibilities

- 2.1 **All students** accept this policy as a pre-requisite for enrolment at the College. The policy will be explained at Induction and further information will be available on the College intranet.
- 2.2 **All members of staff** are responsible for operating and implementing the Learner Behaviour Policy and Procedures by ensuring students have the opportunity to discuss informally any behavioural problems prior to any formal action which may be deemed necessary. If problems reach the formal stage, staff should ensure that students have access to the Learner Behaviour Policy and Procedure, and to the Appeals Policy and Procedure if appropriate. Instances of misconduct outwith the classroom may be reported to a Academic Leader.
- 2.3 **Lecturers** are responsible for dealing with student behaviour in the classroom and are responsible for deciding whether the matter is serious enough to warrant using formal disciplinary procedures. In line with effective classroom management, the lecturer is therefore expected to talk informally with any student regarding minor breaches of the Code of Conduct e.g. an inappropriate discriminatory remark, poor timekeeping or infrequent attendance, and to advise the student that formal disciplinary action may be taken if the behaviour persists. If the matter is considered to be of a more serious nature e.g. persistent late coming without due cause or frequent challenging behaviour, and/or if informal discussions have failed to resolve a behavioural issue, then formal disciplinary may be required.
- 2.4 **Academic Leaders** are responsible for maintaining and reviewing the formal records (i.e. from a Record of Verbal Warning onwards) which relate to students within their curriculum grouping with regard to the implementation of this policy and procedures. These records will be held centrally within the Department and will be required on an annual basis for monitoring.
- Academic Leaders are responsible for carrying out investigations where necessary and for notifying the student and Head of Department of the result of the investigation.
- 2.5 In cases of serious misconduct Heads of Department are responsible for instigating a Disciplinary Hearing.
- 2.6 The Management Information and Administration Manager is responsible for ensuring a student's record is updated in the event that the student is excluded.
- 2.8 The Deputy Principal: Students and the Curriculum is responsible for ensuring that this policy is reviewed on a regular basis.

### 3 Scope of the policy

#### 3.1 New College Lanarkshire expects students to:

- behave in a manner which shows respect to other students, members of staff and visitors to the College;
- respect College premises, property and equipment
- ensure the health and safety of themselves and others
- follow New College Lanarkshire's Code of Conduct

#### 3.2 This policy applies to:

- all students of New College Lanarkshire
- all occupants of New College Lanarkshire residences.

#### 3.3 Where/When will the policy operate?

This policy applies when an incident occurs:

- on any premises/grounds owned or used by the College
- in any learning environment used by the College
- on any excursions or residential events organised by the College
- while a student is on work placement organised as part of a College programme.

#### 3.4 What does the policy cover?

This policy applies to:

- academic misconduct
- behaviour which brings the College into disrepute
- harassment of any student, member of staff or visitor to the College, on the basis of gender, disability, religion, race, age or sexual orientation as defined by equality legislation
- failure to disclose criminal convictions when required to do so
- fraud, deceit or dishonesty in dealings with the College
- disorderly, threatening or offensive behaviour or language
- misuse of a mobile phone in during learning activities
- persistent use of a mobile phone in class
- actions which affect health and safety on College premises or other learning environments
- misuse or unauthorised use of College premises or equipment including computer
- misuse/damage to or theft of College property or the property of staff or students at the College.
- behaviour that is deemed to be bullying and/or harassment.

## Appendix 1

### Code of Conduct

Students are expected to:

- attend classes, tutorials, practical sessions and work placements on a regular basis
- arrive punctually for all organised College activities
- complete all course work and assessments within the timelines agreed
- behave in a manner which allows all class members to benefit from the learning sessions provided
- limit the use of mobile phones to only when authorised by staff or in an emergency
- respond to and comply with requests from members of College staff
- look after College premises, furniture and equipment
- comply with health and safety requirements
- show respect for all members of the College community
- dress in a way which is appropriate for their vocational area, in all learning environments
- avoid language which can cause offence to others in all communication with peers and staff
- observe College regulations, policy and procedures

### Academic Misconduct

Academic Misconduct is the term which covers cheating, copying or plagiarism, misuse of ICT and collusion.

Examples of minor cases of copying or plagiarism might be:

- Copying one/two sentences or a diagram from someone else's work
- Copying small amounts of text from books without acknowledging the source
- Downloading small amounts of information from the internet without acknowledging the source
- Not referencing work properly

Examples of more serious cases might be:

- Extensive copying from books or the internet which makes a significant contribution to your work without acknowledging the source
- Breaking copyright law
- Copying or plagiarising from other students' work, or professional papers. Where this is done with the other student's full knowledge, this may also be the subject of legal proceedings
- Downloading large amounts of information or model answers from the internet and passing them off as your own
- Buying, selling or stealing work
- Using other students' work from previous years

- Communicating in any way with others during assessments taken under controlled conditions when this is not permitted e.g. using mobile phone technology or written notes with the intention of using these forms of communication in assessments
- Getting someone else to produce part or all of the work submitted
- Fabricating results in e.g. experiments, research, interviews, observations