

University Centre 
BISHOP BURTON



**HIGHER EDUCATION
COLLEGE CHARTER
2023 / 24**

Growing potential for sustainable futures

HE Charter

Including:

- Student Code of Conduct
- Academic Regulations
- Disciplinary Procedure

2023-24

July 2023
Version 34

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1 Higher Education COLLEGE CHARTER

The College mission is 'Growing potential for sustainable futures'

The College Values are:

- First class, first choice technical education
- Respect for each other and for our environment
- A positive, 'Can Do' attitude
- Striving for excellence in all that we do

We believe the commitments made in the Charter by both the College and the Student will help to deliver this mission and the College Values.

College Commitment

A commitment by the College to provide smooth and informative enquiry, application, and enrolment procedures, coupled with a programme of study that informs, inspires and supports each individual Student to achieve to the best of their ability

Student Commitment

A commitment by each Student to fully participate in their programme of study, and abide by the regulations necessary for the effective operating of the College campus.

2 When you enrol at the College, we will provide, the following services:

- 2.1 Stimulating Learning, teaching and assessments
- 2.2 Prompt attendance by teaching and support staff
- 2.3 An induction to your programme ensuring that you have the information you need to proceed with your studies
- 2.4 Appropriate guidance on health and safety
- 2.5 Support with agreeing a set of targets to help you fulfil your potential
- 2.6 A clear assessment plan, details of any assignment hand-in requirements and assessment/examination dates
- 2.7 Timely return of assessed work with clear and helpful written feedback.
- 2.8 Regular personal tutorials
- 2.9 Appropriately equipped teaching and learning spaces and, where relevant, access to 'real working environments'
- 2.10 Appropriately equipped resource centres suitable for independent self-study
- 2.11 Access to relevant inclusive support to assist those identified in need
- 2.12 The right to use the complaints and appeals procedures
- 2.13 An environment with appropriate recreational and social areas in which all members of the College are entitled to respect from one another
- 2.14 Support and advice from Student Services on transport, financial and accommodation needs, careers and welfare issues.
- 2.15 The right to participate in the evaluation of the services we provide.

When you enrol you will be signing for, accepting of and complying with, the College Code of Conduct

3 STUDENT CODE OF CONDUCT

You will be expected to:

- 3.1 Be responsible and accountable towards making the most of your time and opportunities whilst undertaking all aspects of your Higher Education programme.
- 3.2 Behave in a way which respects the needs and aspirations of others to learn, work and live within the community of the College and its associated environment and respect other people, whether members of the College or visitors, regardless of race, religion, gender, disability, age, marital status, cultural background and sexual orientation
- 3.3 Acknowledge and comply with requests from staff
- 3.4 Comply with College regulations, codes, policies and procedures
- 3.5 Act at all times with due regard for your own safety and that of others
- 3.6 Attend and be punctual for all timetabled activities, meetings or other College activities
- 3.7 Complete all programme assessments and related work within the time stated
- 3.8 Pay all monies owed to the College by the due date
- 3.9 Behave in such a way at all times that does not bring the College into disrepute
- 3.10 Use, contribute or participate in social network sites only when clear that the content therein does not bring the College, its staff or other Students into disrepute and is in accordance with College guidelines
- 3.11 Not, at any time, carry anything intended for, or likely to be seen as, a weapon.
- 3.12 Wear your College identification badge at all times

4 ACADEMIC REGULATIONS

4.1 Introduction

The following academic regulations and procedures shall apply to any person enrolled as a Student on a Higher Education programme at the College regardless of location of study and shall also apply during any period of suspension of study.

Students studying for awards validated by the University of Hull, the University of Huddersfield and the University of Lincoln will comply, by default, to the academic regulations and procedures governing their programme of study as advised by the validating/awarding institution. Students studying for awards validated by Pearson or City & Guilds, will comply with the academic regulations and procedures as set out by the College. For all programmes, these regulations are summarised in programme handbooks and are available on the College website at <https://www.bishopburton.ac.uk/university-centre/policies-and-procedures>.

4.2 Admissions

The College will comply with the regulations laid out in the admissions policies of our University validating partners. For programmes awarded by Pearson or City & Guilds, the College will comply with the Bishop Burton College Admissions Policy.

4.3 Enrolment and Registration

In order to pursue a programme of study approved by the College, Students must comply with the College Policies for enrolment and registration with the college and university. Each continuing Student is required to re-enrol periodically, usually at the beginning of every academic year, as notified by the College.

- 4.4 Suspension and Termination of Enrolment and Registration**
Students who wish to apply to suspend their academic studies are required to comply with the guidance laid out by the University validating partner for their programme. For programmes awarded by Pearson or City & Guilds, the College will comply with the Bishop Burton College Suspension of Studies (Higher Education) Policy.
- 4.5 Transfer of Programmes**
Students may only transfer their registration from one programme to another with the approval of the receiving Programme Leader and written consent of the Assistant Principal Higher Education.
- 4.6 Programme Regulations**
Students studying for programmes at the College leading to an award validated by the Universities will be governed by the programme regulations for that validating partner. Students studying for awards validated by Pearson or City & Guilds will comply with the policies and procedures as set out by the College. For all programmes, these regulations, policies and procedures can be found on the College website at <https://www.bishopburton.ac.uk/university-centre/policies-and-procedures>.
- 4.7 Conduct in Invigilated Examinations**
Regulations for the conduct of candidates in examinations are detailed in the Programme Handbook.
- 4.8 Provision of Information to Students and Publication of Results**
Determination and provision of results will be in accordance to the guidance set out by our validating partners:
- City & Guilds Level 3 Award in Education and Training Delivery Guide
Pearson BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment
University of Hull Collaborative Provision Quality and Standards Handbook
University of Huddersfield Regulations for Awards (Taught Programmes)
University of Lincoln's Regulations and Schedule of Awards.
- 4.9 Assessed Work**
All assessed work will be kept in line with the regulations of the awarding body, funding agency or validating university. All other student work will be deleted at the end of the enrolment period.
- 4.10 Academic Appeals**
Academic appeals will be managed in the first instance through the College appeal procedure. Thereafter will follow the regulations advised by the validating institution. The appeals procedure can be found on the College website - <https://www.bishopburton.ac.uk/university-centre/policies-and-procedures>
- 4.11 Programme Provision**
The College takes all reasonable steps to provide the teaching, examination, assessment and other educational services set out in our prospectus and other College documents. Should industrial action or circumstances beyond the control of the College interfere with its ability to provide educational services at the published time we undertake to use all reasonable steps to minimise the resultant disruption to those services, this may include alternative forms of delivery.

4.12 Complaints

Students who wish to make a complaint are referred to the College complaints procedure, which can be found on the College website - <https://www.bishopburton.ac.uk/university-centre/policies-and-procedures>

5 DISCIPLINARY PROCEDURES

The College values underpin all College activity and are identified in the Higher Education Charter. Students are expected to behave in a manner that upholds these values.

The College aims to provide an environment which is conducive to academic achievement and the social wellbeing of all those associated with the College. The disciplinary procedures apply to all Higher Education Students and are intended to ensure consistent and fair treatment for all in relation to disciplinary matters. The College expects students to conduct themselves with good sense being mindful of those working and living amongst them.

The disciplinary procedures relate to allegations of unacceptable conduct or behaviour which are in breach of the College Charter or College regulations, rules and policies. In enrolling at the College the student is agreeing to abide by the College's regulations, rules and relevant policies.

Misconduct, including Gross Misconduct – The following are examples of misconduct that may lead to disciplinary action. **This is not exhaustive.**

1. Offensive, threatening and/or abusive behaviour which does (or is likely to) cause offence, fear or distress to others
2. Behaviour which does (or may) bring the College in to disrepute
3. Noise, nuisance or anti- social behaviour which affects others including those in the local community
4. Behaviour which may cause injury to or impair the safety of others through any act or omission including any interference with any safety or fire fighting equipment
5. Smoking on campus other than in designated areas
6. The supply, use, abuse or possession of substances (illegal or otherwise) or paraphernalia related to drug use likely to cause harm, distress or injury
7. The possession of any illegal images or literature
8. Misuse of the College IT systems or equipment
9. Deliberate (or by gross negligence) damage to College property or the property or work of others
10. Possession of weapons
11. Theft
12. Any illegal act
13. Dangerous Driving
14. Any act affecting the welfare of any animals or birds, including farm and equine livestock and animal management unit stock.

5.1 SCOPE AND PURPOSE

5.1.1 This procedure applies to all Students enrolled on a higher education programme and is intended to:

- (i) help and encourage Students to achieve their qualification or award and benefit from their time at College;
- (ii) ensure consistent and fair treatment for all in relation to disciplinary action taken in response to allegations of unacceptable conduct, behaviour or breach of College Charter.

5.1.2 **Exceptional Circumstances**

There may be situations that prevent the College from pursuing the preferred model of student disciplinary management. The College believes face to face meetings are invaluable in supporting and influencing students. These circumstances may limit or remove the opportunity to engage with students, and those who support them, within a meeting environment.

A student who considers their situation requires an alternative to attending College meetings must apply to the Principal in writing as identified below. Only applications supported by relevant documentation will be accepted.

(i) **Request to Alter Arrangements**

Request for alteration to the process must be made in writing, by the student, to the Principals office within 7 days of the receipt of the disciplinary meeting invitation will be confirmed in writing. Documentation supporting the request may be required.

(ii) **Confirmation of Changes**

Confirmation of any alterations to the process, including the impact on timeframes, will be confirmed in writing to the student. The detail, including those in attendance at the remote meetings will be considered and approved by the Principal in all instances. An agenda for the remote meeting will be circulated 3 days before the meeting

5.2 **GENERAL PRINCIPLES**

- 5.2.1 Every effort will be made to avoid the use of disciplinary action where alternatives are appropriate.
- 5.2.2 A Student is expected to be present at all meetings associated with the disciplinary process. Students may be accompanied by a member of College staff or a fellow Student up to and including Final Written Warning stage. *See also 5.1.2 for Exceptional Circumstances.*
- 5.2.3 In the interest of ensuring that disciplinary matters are resolved as speedily as possible, time limits are given for appropriate stages in this procedure. However, it may not always be practical to adhere to these time limits in every case as some complex issues may take some time to resolve in the interests of thoroughness and rigour. Therefore, these time limits may be amended, whilst endeavouring to keep all parties informed of progress, and the College reserves the right of final resolution on this matter.
- 5.2.4 Incidents occurring off site, except for those likely to bring the College into disrepute, will not be investigated. Students working on line, although “off-site” will be expected to comply with the College student code of conduct and the College values at all times. Any incidences of non-compliance being considered under the College Charter.
- 5.2.5 In administering the disciplinary procedures, the College will ensure that reasonable adjustments will be applied in instances where a disabled person may be at a disadvantage in comparison with people without a disability. In line with the college Equality and Diversity Policy the College will eliminate unlawful discrimination, harassment and victimisation or any other conduct prohibited by the Equality Act 2010.

The College will advance equality of opportunity between people who share a protected characteristic and those who do not share it. The disciplinary regulations will apply to all students including those with diagnosed learning difficulties. However, in such cases individual learning needs will be documented and reasonable adjustments will be made if considered appropriate by the College. Any adjustments to the disciplinary process itself will be confirmed in writing by the College at the outset.

5.3 INVESTIGATIONS

- 5.3.1 The purpose of an investigation is to establish whether or not, in the opinion of the investigator, it is deemed to be appropriate to hold a disciplinary meeting. When an alleged disciplinary matter arises the investigator will establish the facts as promptly as circumstances allow and, if appropriate, take written statements from all witnesses.
- 5.3.2 The Student will be informed that their conduct or behaviour is in question and of the allegations surrounding any incident or behaviour.
- 5.3.3 Wherever possible and/or appropriate, witnesses will be asked to make written statements and will be advised that they may subsequently be required to attend a disciplinary hearing / meeting. They will be warned that the matter is confidential and must not be discussed with anyone and that part or all of their statements may be reviewed during the disciplinary process.
- 5.3.4 If disciplinary action is recommended, then the following procedure will be followed.

5.4 STAGES OF THE PROCEDURE (see Appendix 1)

- 5.4.1 Action can be taken at any point in the procedure. This will be determined by the nature and seriousness of the allegation. For example, a Student may be moved straight to a Final Written Warning or even a Recommendation to Exclude.
- 5.4.2 At every applicable stage of the procedure, the Student will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made.

5.5 INFORMAL PROCEDURE

- 5.5.1 All staff employed by the College carry a responsibility for the management of Student discipline including informal disciplining of all Students. All issues will be recorded.
- 5.5.2 Verbal warnings will be given for minor issues, the letter identifying the issue will be copied to the student file, if, at any stage of the procedure, two consecutive verbal warnings are given, a review will be held, to determine whether to move the Student onto the next stage (whatever the stage may be in the individual's case) of the formal procedure.
- 5.5.3 If, despite informal discussions and processes, the Student's conduct does not meet acceptable standards, the following formal procedure will be used.

5.6 FORMAL PROCEDURE

- 5.6.1 If the Student fails, without good reason, to attend a disciplinary meeting which the College has instructed him or her to attend, the meeting will take place and a decision will be made, in his or her absence.
- 5.6.2 **First Written Warning**
If conduct does not meet acceptable standards, the Student will be given a **First Written Warning**. The Student will be advised of the reason for the warning and that further misconduct will lead to a more serious disciplinary outcome.
- 5.6.3 A copy of the First Written Warning remains on the Student's file for the duration of their programme.
- 5.6.4 The Student has a right to appeal against the First Written Warning and must do so within 7 working days of the date on the warning.
- 5.6.5 **Final Written Warning**
A Final Written Warning will be given to the Student if:
- (i) the Student commits a serious offence of misconduct or the standard of his or her behaviour is seriously inadequate;
 - (ii) the Student fails to comply with a previous warning;
 - (iii) or despite having been given a First Written Warning the Student commits a further offence.
- 5.6.6 This Final Written Warning will give details of the concerns and the behaviour required and the warning will state that, if the Student commits a further offence, a Recommendation to Exclude may be made.
- 5.6.7 A copy of the Final Written Warning remains on the Student's file for the duration of their programme.
- 5.6.8 The Student has the right to appeal against the Final Written Warning and must do so within 7 working days of the date on the warning.
- 5.6.9 **Exclusion**
Following an investigation, a Recommendation to exclude a student may be made to the Principal.
- 5.6.10 The Student will have the right to appeal against the Recommendation to Exclude and must do so within 7 working days of the date on the letter from the Principal.
- 5.6.11 The decision to exclude a Student is made by the Principal or representative. A Student will normally be excluded by the Principal if:
- (i) the Student fails to comply with a Final Written Warning;
 - (ii) despite having been given a Final Written Warning the Student commits a further offence;
 - (iii) the Student's misconduct is considered to be gross misconduct and to be serious enough to justify immediate exclusion;
 - (iv) an appeal against the Recommendation to Exclude has not been upheld.

5.6.12 Any student excluded as a result of the disciplinary procedure will be withdrawn from their programme of study and any fee liability will be equal to if the withdrawal was voluntary.

5.7 APPEALS AGAINST DISCIPLINARY PENALTIES

5.7.1 A Student who wishes to appeal against a First Written Warning, a Final Written Warning or Recommendation to Exclude should inform the Principal in writing of the grounds of their appeal within 7 working days of the date of the decision. The appeal will be considered by either:

- (i) a person more senior than the person who conducted the investigation;
- (ii) the Principal;
- (iii) if the Principal was directly involved in the investigation then the appeal will be considered by a member of the College Executive or a representative from the Governing body.

5.7.2 Appeals will only be accepted if:

- (i) the disciplinary process has not been followed correctly;
- (ii) there is a factual error;
- (iii) or the outcome is inappropriate.

5.7.3 The appeal hearing will be arranged within 10 working days of the appeal being granted.

A Student is expected to be present at all meetings associated with the disciplinary process. Students may be accompanied by a member of College staff or a fellow Student up to and including Final Written Warning stage. Prior agreement must be sought from the Principal should alternative attendees to meetings be required from those listed above.

5.7.4 If the Student fails, without good reason, to attend the appeal hearing, the hearing will take place and a decision will be made in his or her absence.

5.8 SUSPENSION

If a Student has been accused of misconduct, or if there is some other good and urgent cause, the Student may be suspended. There is no appeal against suspensions – a member of the Strategic Leadership Group will be responsible for issuing suspensions. There are three types of suspension; a suspension pending an investigation and a suspension pending Police investigation. A suspension will, in most cases, mean the immediate removal of the student from site.

5.8.1 ***Suspension pending an investigation.*** This suspension is made where it is deemed not appropriate for the Student to be present on site. However, during the suspension period a formal meeting will be arranged to allow the Student to explain their involvement or otherwise in the issue that has emerged. This meeting will in most cases be on site but, subject to the incident, may be held off site, or if appropriate, be conducted virtually. On completion of the full investigation, the Student will be informed of the outcome at either a formal disciplinary meeting or, if found not to be involved, by letter.

- 5.8.2 ***Suspension pending the outcome of Police Proceedings.*** In the event of a criminal offence, the College may refer matters to the Police. The College reserves the right to suspend a Student pending the outcome of police proceedings. College disciplinary proceedings may be re-instated once police proceedings have been completed.
- 5.8.3 ***Temporary suspension from College Residential Accommodation.*** In the event of a residential Student breaching residential regulations, the Student may be suspended from the residential accommodation for up to 10 days. The Student may make their own arrangements to continue with their studies as a day student if appropriate. This temporary suspension is followed by a 'Return to Residential Accommodation' agreement, which is signed by the Student.
- 5.8.4 In all suspensions the Student will be contacted by a Member of Staff (See Appendix 1) and be told clearly that they are suspended. This suspension will be from the College, the campus, their accommodation, their programme and any other programme-related activity whether on or off the campus.
- This will be confirmed in writing within two working days with the letter clarifying the reason for suspension. (A residential student will not be allowed to remain in College accommodation on site, or participate in any College related activities on or off site.)
- 5.8.5 There is no right of appeal against a Suspension Pending Investigation or Suspension Pending the Outcome of Police Proceedings.
- 5.8.6 A decision to suspend shall be reviewed by the Principal every 30 days or sooner in the event of the occurrence of any developments or written representation by the student or anyone else on his/her behalf.

APPENDIX 1

Summary of Disciplinary Procedure

Process		Disciplinary Stage	Appeal	Responsibility	
INFORMAL	S u s p e n s i o n	Verbal Warning	No	All Staff	A residential Student who repeatedly breaches residential regulations may be “Suspended” from their accommodation for up to 10 days in order to review the Student’s understanding and commitment to College rules, regulations and values.
		First Written Warning	Yes	CL/HoD/ SLG/HEPL HRM/ HEAL/HW	The Student may continue with their studies during this period as a day Student.
FORMAL	c a n o c c u r a t a n y p o i n t	Final Written Warning	Yes	HoD/ SLG	This suspension from residential accommodation may be implemented at any stage of the disciplinary process and will always be followed by a formal ‘Return to Residential Accommodation’ agreement contract being signed by the Student.
		Verbal Warning (exceptional circumstances)	Yes		
		Recommendation to Exclude	Yes	SLG	This contract will be agreed during a formal meeting.
		Exclusion	No	Principal	There is no appeal against this temporary suspension from Residential Accommodation.

There is no appeal against suspensions – a member of the Strategic Leadership Group will be responsible for issuing suspensions.

Key

SLG - Strategic Leadership Group

CL- Curriculum Lead

HEPL - HE Programme Leader

HoD - Head of Department or Faculty

HEAL - HE Academic Lead

HRM – Hospitality & Residential Manager

HW – Head Warden

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