Student Rights, Responsibilities and Code of Conduct

Policy

Document Overview

Title:	Student Rights and Code of Conduct Policy		
Document Number:	CMBS_SR&CC-P_022	**Document Type:**	Policy

Version History

Version No.	Date	Description of Changes
V1	Oct24	Initial document creation

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1. Student Rights and Code of Conduct

1.1 Scope and Applicability

The Student Code of Conduct is designed to uphold the values and integrity of CMBS. This policy outlines the expected behaviour, rights, and responsibilities of all students, ensuring a safe, respectful, and inclusive learning environment. It aligns with the quality standards set forth by the Malta Further and Higher Education Authority (MFHEA).

1.2 Purpose

This policy applies to all students enrolled in any programme at CMBS, including full-time, part-time, and distance learning students. The code covers conduct on campus, during online activities, and at any events or activities related to CMBS.

The Student Code of Conduct is essential for maintaining a positive and productive learning environment. By adhering to this code, CMBS students contribute to the overall quality of CMBS and their own educational experience.

1.3 Guiding Principles

The Student Code of Conduct is underpinned by the following principles:
- **Respect:** Students must show respect for the rights, dignity, and property of others.
- **Integrity:** Students are expected to act honestly and ethically in all academic and non-academic activities.
- **Accountability:** Students are responsible for their actions and are expected to abide by the policies and regulations of the institution.
- **Equity and Inclusion**: CMBS is committed to fostering a diverse and inclusive environment where all students are treated fairly.

2. Definitions

Academic Integrity: The commitment to and demonstration of honest and moral behaviour in an academic setting, including the avoidance of cheating, plagiarism, and any form of academic misconduct.

Disciplinary Actions: Consequences imposed on students who violate the Student Code of Conduct, ranging from warnings to expulsion, depending on the severity of the breach.

Equity and Inclusion: The principle of ensuring fair treatment, opportunities, and outcomes for all students, while embracing diversity and creating an environment where everyone feels valued and included.

Respectful Conduct: Behaviour that shows consideration for the rights, dignity, and opinions of others, fostering a positive and inclusive environment.

Student Code of Conduct: A set of guidelines and expectations that outline the behaviour, rights, and responsibilities of students within the institution. It aims to create a respectful, safe, and inclusive learning environment.

3.1 Student Rights and Responsibilities

3.1.1 Student Rights

Students have the right to:

- **Quality Education:** Access a high standard of education, with competent teaching staff, up-to-date resources, and a supportive learning environment.
- **Fair Assessment:** Be assessed fairly, transparently, and in accordance with clearly defined criteria.
- **Support Services:** Access academic, psychological, and career support services as needed to succeed in their studies.
- **Freedom of Expression**: Express their opinions and ideas in a respectful and constructive manner, both in and out of the classroom.
- **Privacy:** Have their personal information protected and used in compliance with data protection laws.
- **Appeals and Complaints**: Appeal academic decisions and lodge complaints regarding their educational experience without fear of retribution.
- **Non-Discrimination:** Study in an environment free from discrimination, harassment, and bullying on any grounds including but not limited to gender, race, religion, sexual orientation, and disability.
- **Participation:** Participate in the governance of the institution through student representation in decision-making bodies.

3.1.2 Student Responsibilities

Students are responsible for:

- **Academic Integrity:** Upholding academic honesty by avoiding plagiarism, cheating, and other forms of academic misconduct.
- **Respectful Conduct:** Treating fellow students, staff, and institutional property with respect and consideration.
- **Engagement:** Actively participating in their educational activities, including attending classes, completing assignments on time, and engaging with the learning material.
- **Adherence to Policies:** Following all CMBS policies, including those related to health and safety and use of facilities.

- **Constructive Feedback:** Providing honest and constructive feedback on their educational experience, and participating in quality assurance processes such as course evaluations.
- **Responsibility for Learning:** Taking charge of their own learning by seeking help when needed, using available resources, and striving for academic and personal development.

4. Student Code of Conduct

4.1.1 General Expectations

Students are expected to:

- Adhere to CMBS's policies, including Programme and Academic Regulations policy, academic integrity policy, health and safety regulations, and any other relevant guidelines.
- Respect the rights and opinions of others, ensuring that differences in views and beliefs are addressed in a respectful manner.
- Avoid any behaviour that may cause harm or discomfort to others, including harassment, discrimination, and bullying.
- Maintain the cleanliness and proper use of institutional facilities and resources.
- Refrain from any form of academic dishonesty, including plagiarism, cheating, collusion and falsification of records.

4.1.2 Academic Integrity

Students must:

- Submit original work and properly acknowledge all sources of information.
- Refrain from cheating during examinations and assessments.
- Collaborate ethically with peers on group projects and assignments.

4.1.3 Behaviour in Learning Environments

Students must:

- Attend classes and participate actively in the learning process.
- Follow the instructions of faculty and staff regarding classroom behaviour.
- Avoid disruptions during lectures, and other learning activities.

4.1.4 Use of Institutional Resources

Students must:

- Use institutional resources, including libraries, and IT systems, responsibly and in accordance with CMBS policies.
- Avoid damaging or misusing CMBS property.

4.1.5 Online Conduct

Students are expected to:

- Engage in online learning platforms respectfully and responsibly.
- Avoid any form of cyberbullying or inappropriate online behaviour.
- Keep cameras on at all times.

5. Breaches of Conduct

5.1 Reporting and Investigation

Any student, staff member, or other stakeholder may report breaches of the Student Code of Conduct by sending an email to studentsupport@cmbs.edu.mt.

5.2 Disciplinary Actions

Disciplinary actions for breaches of the Student Code of Conduct may include warnings, probation, suspension, or expulsion, depending on the severity of the offence. Students will be informed of the allegations against them and will have the opportunity to respond before any disciplinary action is taken.

5.2.1 Academic Misconduct

Academic Misconduct is any act that compromises or attempts to compromise the academic integrity of CMBS. This includes, but is not limited to, plagiarism, fabrication, deception, cheating, and facilitating academic dishonesty

The process and disciplinary actions for academic misconduct can be found in the **Recognising and Avoiding Plagiarism Policy and Procedure**. All Academic Misconduct reported breaches will be investigated promptly, fairly, and in accordance with said policy.

5.2.2 Non-Academic Misconduct

Non-academic misconduct refers to behaviour by a student that violates the rules, policies, and ethical standards of CMBS outside the academic realm. This can include acts of harassment, discrimination, bullying, vandalism, misuse of institutional property, or violations of health and safety regulations. Non-academic misconduct also encompasses improper conduct during class, campus events, online interactions, or in social settings associated with CMBS. Such behaviour undermines the integrity of the institution and disrupts the safe, respectful, and inclusive environment necessary for all students. Misconduct of this nature is subject to disciplinary actions, which may range from warnings to expulsion, depending on the severity of the breach.

When a non-academic breach of the Student Code of Conduct is identified, the following steps will be taken:

- The Student Affairs Team will conduct an investigation to gather evidence and statements from involved parties to be discussed in the Academic Affairs Committee meeting.
- In severe cases, a formal disciplinary hearing will be held. The student will have the right to attend, present their case, and bring any supporting documentation. The hearing will be chaired by the School Principal as Chair of Academic Affairs Committee.
- After reviewing all evidence, the Academic Affairs Committee will make recommendations for penalties. these may include warnings, probation, suspension, or expulsion depending on the severity of the breach.

5.3   Appeals

Students have the right to appeal any disciplinary decision. Students must submit the appeal in writing. The appeals process will be conducted fairly and transparently, with the outcome communicated to the student in a timely manner. Further information regarding the appeals process can be found in the **Grievances and Appeals Policy and Procedure.**

6. Confidentiality and Record Keeping

All reports and investigations related to breaches of the Student Code of Conduct will be handled with the utmost confidentiality. Information regarding any incident, investigation, or disciplinary action will only be disclosed to individuals directly involved in the process, such as relevant staff members, the student(s) concerned, and, where necessary, external authorities.

Records of breaches, investigations, and disciplinary actions will be maintained securely and in accordance with CMBS's Data Privacy and Information Management. These records will be retained only as long as necessary to fulfil any legal and regulatory requirements and to support any ongoing or future investigations or appeals. Access to these records will be restricted to authorised CMBS staff. Students have the right to request access to their own records in accordance with CMBS's **Data Privacy and Information Management policy**.

7. Support and Resources

- CMBS provides support services for students facing challenges related to conduct, including academic support and counselling services.
- Students are encouraged to seek help early to avoid conduct issues and to understand the expectations set by CMBS.

Further information regarding the support mechanisms available to CMBS students can be found in the **Student Life-Cycle Policy and Procedure.**

8. Associated Policies

- CMBS Ethos
- CMBS Code of Ethics
- Code of Academic Integrity Policy
- Research Ethics Policy
- Recognising and Avoiding Plagiarism Policy and Procedure
- Grievances and Appeals Policy and Procedure
- Student Life-Cycle Policy and Procedure
- Programme and Academic Regulations Policy and Procedure
- Conflict of Interest Policy
- Equality and Inclusivity Policy
- Data Privacy and Information Management Policy