



September 2024

Review Date: September 2025

## BRITISH SCHOOL OF MARKETING INTERNATIONAL

### STUDENT DISCIPLINARY POLICY AND PROCEDURES

#### Purpose

The purpose of this policy is to cover the alleged misconduct and apply appropriate sanctions when the College rules are infringed. Any type of anti-social or criminal misconduct at the college will have an adverse effect on other students and staff welfare and inevitably will have a negative impact on other students learning experience. This policy is designed to safeguard the welfare of students/staff and support learners to fulfil their potential.

The aims of this policy are:

- Identify students at risk and implement the college's procedures to resolve the situation
- Agree on an appropriate plan of action with the student concerned
- Offer an appropriate support plan to the student
- Enable a safe study environment for students where all learners can reach their personal and academic potential
- Ensure all students are treated equally and all matters are handled impartially
- Identify students, who breaches the college's rules and regulations consistently affecting other students learning experience.
- Protect the college's reputation.

#### Implementation

It is paramount that all students fully understand the rules and regulations at the college relating to bullying, unacceptable behaviour, criminal activity and radicalization. All students studying at BSMI are asked to sign a student learning agreement and induction evaluation agreement to indicate that all the content mentioned both in the student learning agreement and the induction has been understood by the student. Induction evaluation agreement has been recently implemented to ensure all the students understand the policies and procedures they need to adhere to.

Initially any concerns relating to students misconduct will be discussed and dealt with by the Director of Studies. Any issues including the students' poor attendance will be attempted to be resolved by verbal warning before invoking any disciplinary action.

It is essential at this stage to record any action taken towards a matter of concern. This will include the students attendance records, phone calls or any discussion taken place with the





student. If disciplinary action is taken place, all the notes and records will play an important role in the decision making process. Any investigation will be dealt fairly, impartially and confidentially. The student's parents or legal guardian will be informed of the complaint and will be given an opportunity to provide the college with further explanations. Teachers will be made aware of any students with learning difficulties so that special considerations can be made. Students will not be asked to leave the college until the complaint has been investigated unless the nature of the complaint is considered to be a gross misconduct.

### **Disciplinary procedure**

The Disciplinary procedure has 4 stages providing students with the level of support required at each level.

The levels of the Disciplinary procedure are as follows:

- Verbal/informal warning
- Written warning
- Final written warning
- Final hearing, which may lead to permanent expulsion.

### **Verbal/informal warning**

At this stage, the college will address the nature if the incident/complaint and will hold one to one discussion with the student regarding the matter of concern. If there are any witnesses involved in the situation, the Director of Studies will also talk to them to gain an objective overview of the matter. A disciplinary record form will be completed with clear target to be achieved and any action taken to resolve the situation.

The target actions will be reviewed within the first two to four weeks to ensure the student has improved his/her behaviour. The student's disciplinary record form will be placed in students individual registration file and the progress towards achieving targets will be discussed with the class teacher.

### **Written warning**

If the student's performance/ behaviour has not improved since the informal meeting, the Director of Studies will investigate the situation further. The Director of Studies will arrange a further meeting with the student to which the class teacher will also be invited.

Based on the outcome of the discussion with all the relevant people, the student may be given a formal written warning, which will be recorded and included in the student's file. The student will agree to undertake certain actions within the time-scale given to him/her and will be required to sign the disciplinary record form. This information may be shared with all the relevant people if necessary. At this stage, all the targets must be understood and adhered to by the student until the end of the programme.



## **Final written warning**

At this stage, the College may issue a final warning to the student if his/her behaviour has not improved since the previous warnings. The concern of the matter will be investigated further by the Director of Studies, taking into account all his previous reports with previously set targets including his/her academic performance and attendance.

The student will be invited to a formal interview to which the students will be given a minimum of three days of notice. If the student is under 18, his/her parents will be informed of the on-going situation. If the student fails to attend the interview without any valid explanation, the interview will still go ahead and the student will be informed of any decision taken accordingly. At this stage all the relevant people will be informed of the decision and this communication will take place within the first five days after the interview.

If a final written warning is issued, the student will continue his/her studies at the College based on the student giving written assurance of good future conduct. Agreed conditions and outcomes will be confirmed with the student which must be signed by the student. If the student refuses to comply at this stage, the disciplinary procedure will escalate to Level 4, which may result in student's expulsion from the College permanently.

## **Final hearing/ Disciplinary Action**

This is the final level in the Disciplinary Procedure. When a student has reached this level, it means that the student has been involved in major misconduct or despite previous warnings his/her misconduct or performance is still unacceptable.

At this stage, brief statement of people involved at the time of the incident will be taken. The statements will be reviewed by the Managing Director/Director of Studies. The student will be given the opportunity to read all other peoples statements to ensure the final decision has been made taking all the accounts into consideration.

The student will be invited to a formal hearing examining why the student's performance or behaviour continues to be unacceptable. This will take place within three weeks of the incident of major misconduct or the record of poor performance. This will give enough time for the full, impartial investigation to take place. The student will be informed in writing that he/she needs to attend the meeting and their rights will also be communicated via writing in five days prior to the hearing.

The letter will contain the following information:

- Allegations that are made against the student
- Advising the student his/her rights
- Informing student about who can attend the hearing with them- a legal representative and a close individual to the student cannot attend the hearing.
- Advise the student of all the people that will be attending
- Provide the student with reports and statement of all people that are involved in the incident.



- Informing the student the hearing may continue in his absence and the decision will be communicated to him in writing.

The student must indicate in writing that they will attend the meeting and who will be accompanying them two days before the hearing. The student may be suspended from the College until a final decision is reached.

Once the decision is made, all the relevant people will be informed of the decision in three working days of the final hearing. If the student is under 18, parents/legal guardians will also be informed in writing. Expulsion from the College may take place immediately. Student will have the right to appeal the decision.

## **Student Appeals**

Appeals will only be permitted if;

- There is a new evidence
- The decision has not taken all the account into consideration

The student will be informed in writing of the date, time and place of the meeting in three days of receipt of the written appeal. The student will be allowed to present any additional information to the case. Students must let the College know in writing that they will be attending the appeal meeting. The student will then be informed of the final decision within one week.

## **Examples of behaviour that may lead to a disciplinary action**

Students will be subjected to disciplinary procedure if they;

- Cause disruptive and offensive behaviour towards members of staff and other students
- Interfere with the functions, duties or any other activities of any student, member of employee of the college.
- Fail to disclose any name or any other relevant details of a student or employee of the school in circumstances when it is reasonable to require that such information be given.
- Fail to treat others (students, staff or other people in the community) fairly with respect. (This applies to all communication methods including personal, contact, email, written communication and social community websites)
- Smoke in areas other than the designated smoking area
- Refuse to respect the College's security arrangements such as wearing student lanyards on College premises.
- Continuing poor attendance and continuing to arrive late for lessons without an acceptable explanation.
- Cheating and plagiarism, which involve direct copying from the Internet or other past/present student's work and passing it off as own work.





## Major Misconduct

Any of the issues below are considered a gross misconduct and will be directly dealt at level 3 stage, which may lead to a permanent expulsion from the College.

Students may be subjected to permanent expulsion from the College if they;

- Display violent, indecent, threatening or offensive behaviour or language on and off school premises whether directed towards staff, another student or public.
- Harass any student or a member of BSMI staff whether sexual, racial or bullying including defamation of character or slander.
- Display acts of dishonesty including theft, fraud, deceit or deception in relation to school's activities, staff or students.
- Involve in a criminal offence including improper or fraudulent interference with attendance.
- Using IT or mobile phones as a means of harassment
- Carrying an offensive weapon
- Disruptive behaviour resulting from the use of drugs and alcohol
- Damaging school's premises or IT equipment
- Interfering with IT systems or computer configurations-hacking
- Inappropriate use of Internet and email- accessing or transmitting material that is considered to be abusive, offensive, sexist and defamatory.
- Misusing of social media which harasses or bullies any other students or members of staff
- Causing injury, impair safety or raise false alarm to the school's premises including damage or interference with a Fire Extinguisher or other Fire Safety Equipment.
- Failing to attend a disciplinary interview or provide a statement/ response to alleged misconduct when requested to do by the relevant person or the authority.

