



## The Myerscough Code

Myerscough College is a friendly, welcoming place which provides high quality training and education for students and trainees from a wide variety of backgrounds. The Myerscough Code sets out the standards expected of all who make use of the College's facilities at any of its Centres.

### Scope of the Myerscough Code

The Code covers the following areas of student activity:

- All students at any of the College's Centres are covered by this Code (full-time, part-time and those attending short courses).
- The behaviour of students during the delivery of courses and outside those times during the day for both resident and non-resident students.
- The behaviour of students in the College's teaching and support areas, the Halls of Residence, College social and sporting facilities and at the College generally.
- This also includes the behaviour of students away from the College campus where they are associated with the College and/or are travelling to or from College or involved in an incident that is of a serious nature and/or places the good name of the College in disrepute.
- Students on College approved work placements / experience also fall within the scope of this Code.
- All aspects of student performance and academic matters. This includes the main qualifications students are studying towards, additional qualification, learning support, work placements and tutorials including areas such as failure to meet deadlines, academic underperformance, absenteeism and lateness.
- All aspects of students studies are covered, including written, practical and assignment work, whether internally or externally assessed.
- All attempts to deceive the College with regard to assessments such as plagiarism, cheating and collusion.

### Myerscough Standards

Students, trainees, staff and all who visit the College are expected to:

- respect all who work, live, study and visit regardless of age, ability, disability, gender, marital status, transgender, race, religion, sexual orientation and economic status
- behave with consideration to others avoiding any undue disruption or interference
- behave in a manner that ensures the health, safety and wellbeing of all who come to the College
- live as members of a community. There will be occasions where everyone has to wait in a queue, defer to the interests of others and receive second or third choice, not first choice
- dress in a manner appropriate to the area of work or study that maintains health and safety guidelines
- maintain civilised standards in conversation and communication. The use of swear words and offensive language is not appropriate and is not accepted

- respect the environment by ensuring that litter is not dropped, furniture and buildings are not marked or defaced, and that lawns, borders and trees are not damaged or unduly worn down
- take pride in being part of the College. Be constructive and positive in:
  - speaking about the College externally
  - raising concerns and issues
  - resolving differences between individuals
- attend all parts of the agreed learning programme. Punctuality is required and details for the reporting of absence are to be found in the relevant course handbook
- behave appropriately in classes. Smoking, eating and drinking in teaching sessions are not permitted. The drinking of water in classes is allowed except within the laboratories and anywhere where there is computer equipment
- smoking is permitted in designated areas but not in buildings, or generally throughout the campus.

**Always remember that a smile and a greeting, even to those you do not know, is a positive start that makes everyone feel better - yourself included!**

For students living in College at Myerscough Preston Campus, further guidance is provided in the booklet entitled "Living in Halls of Residence".

The College will intervene if a student's or trainee's behaviour becomes unacceptable. Some examples of unacceptable behaviour are as follows (on a non-exhaustive basis):

- physical or verbal abuse, or threat of abuse.
- any form of bullying, harassment or intimidation.
- using or distributing controlled substances (i.e. drugs or 'legal highs').
- breaches of College's fire or health and safety regulations (including failure to comply promptly with evacuation procedures and interference with safety notices and equipment).
- abusive language and swearing.
- theft or attempted theft of personal or College property.
- failure to respect staff or other students e.g. by persistently talking out of turn.
- all forms of dishonesty, including plagiarism, collusion, cheating and knowingly supplying false information to the College.
- mobile phones interrupting classes, workshops and meetings.
- forgery, alteration or unauthorised use of College documents with intent to defraud.
- misuse of substances or alcoholic drink including underage drinking.
- breaches of no smoking policy / legislation (e.g. smoking in unauthorised places) .
- unauthorised gambling in College premises or at College activities.
- wilfully damaging, or threatening to damage, any College property or facilities.
- obtaining, handling or distributing any unacceptable material (e.g. all material of a discriminatory or pornographic nature) either in electronic or paper media or making unacceptable use of College IT systems.
- littering, defacing or destroying College property.
- wilful disruption of College activities .
- breaches of College parking regulations.
- unauthorised entry to College premises or activities.
- refusing to depart from College premises when instructed to do so by an authorised member of staff of the College.

- Misuse of IT, telephones and social media e.g. to raise grievances against staff, students and employers and/or bring the College into disrepute.
- Unauthorised recording of staff, students and employers discussions, meetings and events.

## **Breach of the Myerscough Code**

Breach of the Myerscough Code and the acceptable standards of behaviour and / or performance may lead to disciplinary action being taken against a student. The Student Academic Code and Disciplinary Code Policy and Procedure sets out the procedure(s) which will be followed in the event of misconduct and specifies the disciplinary penalties, which may be imposed. A copy of the policy is available on the College website or on request.

Within the Student Academic Code and Disciplinary Code Policy and Procedure there are two codes that deal with situations where student or trainee behaviour and performance become unacceptable:

### **1. Disciplinary Code**

This deals with all aspects of behaviour and applies to all students and trainees at College. It covers all College facilities including halls of residence, work placements, travel to and from College and visits sponsored by the College and visits sponsored by employers to the College. It should be noted that the College may report any breaches of the law to the police. The College's Disciplinary Code will be applied independently of any police investigation or prosecution that may or may not arise. Students who breach the Disciplinary Code will be subject to the College warning system (see Appendix 1).

### **2. Academic Code**

The Academic Code is applicable to students of Myerscough College. It covers all aspects of student academic performance. Students who breach the Academic Code will be subject to the College warning system (see Appendix 1). It should also be noted that breaches of qualification awarding body rules / regulations can lead to additional sanctions by that body. The Academic Code includes:

- main qualifications, Myerscough skills and additional qualifications.
- written, practical, assignment work and exams
- unfair means to enhance performance such as cheating, plagiarism and collusion
- absenteeism
- timekeeping and lateness.

## **Warning Stages**

The stages in the code will normally be consecutive (i.e. no more than one warning is issued at each stage). However, serious offences can have warnings imposed at any appropriate stage in the procedure.

It should also be noted that the Academic Code warning system is run independently from the Disciplinary Code warning system so students may have warnings on both systems running side by side.

## Length of Warnings

Warnings issued under the Academic Code and Disciplinary Code Policy and Procedure will normally remain current for the remainder of the academic year or for more serious cases a period of 12 months from the date of issue. This may be varied at the time the warning is issued and the period of currency must be defined in a warning letter.

## Fitness to Study

Students may also be withdrawn from their course where there is a concern about an individual's capacity and ability to engage safely and satisfactorily as a student, in relation to academic, social, enrichment and residential life at the College. This is dealt with under the Fitness to Study Policy and Procedure. The College will provide a positive approach to the management of a student's physical and mental health issues and act to support a student's learning, academic achievement and enhancement of their College experience. If any staff, student, parent or guardian has any concerns about a student's fitness to study they should seek advice from the Core, student support team.

## Summary of the Warnings Stages

A quick reference summary of the main provisions of the Student Academic Code and Disciplinary Code are below.

Stage	Member of Staff Responsible	Sanction	Route of Appeal
<b>Verbal Warning</b>	Non- academic warnings can be given by Module Tutor, Librarian, Residential Support Officer, College Managers and /or other approved staff  Academic related warnings must be given by the Module Tutor or other approved course team member. Warnings must be notified to the Course Tutor/Study Programme Leader	Verbal warning and the record placed on file (community sanctions may be applied)	None
<b>First Written Warning</b>	Non-academic warnings may be given by the Module Tutor, College Librarian, Residential Support Officer, College Managers or other approved staff  Academic related warnings may be given by a Module Tutor or other approved course team member and must be notified to the Course Tutor/Study Programme Leader	First written warning and the record placed on file (community sanctions may be applied)	None
<b>Second Written Warning</b>	Non-academic warnings may be given by the Course Tutor/Study Programme Leader, Assistant Head, Residential Support Officer or Residential Support Manager, College Librarian, Head of Inclusive Learning, College Manager and/or other approved staff Academic related warnings may be given by a Module Tutor or other approved course team member and must be notified to the Course Tutor/Study Programme Leader	Second written warning and the record placed on file	None

<b>Final Written Warning</b>	Non-academic warnings – Head of Area, Head of Centre or Residential Support Manager  Academic warnings – Head of Area or Head of Centre or other College Manager	Final written warning and the record placed on file	None
<b>Suspension from College (normally for a maximum of 3 college working weeks)</b>	An Assistant Principal / Director or their nominee	Temporary suspension from college – all premises, trips, activities	None
<b>Suspension from Residency (normally for a max. of 3 college working weeks)</b>	Assistant Principal General and Commercial services, Residential Support Manager or nominee	Temporary suspension from Residence (and not permitted to enter any residential areas or attend any social events on campus)	None
<b>Exclusion from College</b>	An Assistant Principal / Director or their nominee	Exclusion from College	Appeals against exclusion from College are made to the Vice Principal or Deputy Principals or his/her nominee whose decision is final and against which there is no further appeal
<b>Exclusion from Residency</b>	Assistant Principal Commercial Services, Residential Support Manager or nominee	Exclusion from Halls of Residence (and not permitted to enter any residential areas or attend any social events on campus)	Appeals against exclusion from residence will be heard by Deputy Principals or the Assistant Principal - General and Commercial Services or his/her nominee