

A10 Student Charter and Code of Conduct

A10.1 We are committed to enhancing the careers of legal professionals through innovative, practice-focused legal education and training. Although we are exclusively online, we are a diverse community that values consideration, acceptance, and courtesy in all behaviour.

A10.2 This Charter and Code of Conduct applies to all students and apprentices on any programme or module from the moment your contractual relationship with the College begins. It applies at all times, not just during module delivery.

Expectations of the Student Charter

A10.3 As a student or apprentice, we expect you to:

- Commit fully to your studies, in line with our Academic Engagement and Attendance Policy (A9);
- Be punctual for all online activities and meet deadlines;
- Engage attentively during synchronous online activities with other students and in interactions with College supervisors and staff;
- Avoid any behaviour that could reasonably be seen as disruptive or offensive;
- Be respectful and polite to fellow students, staff, and anyone else working with the College;
- Recognise and respect the cultural diversity of the College, and take no actions that undermine cultural tolerance in our community;
- Uphold the reputation of the College in your activities outside your programme, practicing respect and tolerance in the wider community;
- Refrain from behaviour that could bring the College into disrepute;
- Not damage, misuse, or make unauthorised use of College property, equipment, or learning materials;
- Comply with the Student Terms and Conditions;
- Take reasonable care of your own health and safety, and avoid endangering others;
- Be personally responsible for your actions and behaviour, and follow all College policies, procedures, and regulations;
- Always comply with the law and report any incidents you witness to the relevant authorities.

Student Disciplinary Procedures

A10.4 The Student Disciplinary Procedures (A11) may be invoked if you are alleged to have:

- Interfered with the College's expectations listed above;
- Endangered the safety or wellbeing of students, apprentices, staff, or third parties;

- Brought the College into disrepute;
- Committed academic or non-academic misconduct as described below;

A10.5 The College reserves the right to investigate and take action on misconduct offences committed anywhere, including online and on social media.

Academic Misconduct

A10.6 Academic misconduct is any action by a student that gives, or has the potential to give, an unfair advantage in an assessment to themselves or others.

A10.7 The College recognises the following behaviours as academic misconduct:

- **Plagiarism:** Presenting someone else's work or ideas as your own without properly identifying and citing the source;
- **Self-plagiarism:** Submitting work that has already been submitted for another assessment;
- **Collusion:** Assisting another student, or being assisted by someone else, in gaining an unfair advantage in an academic assessment;
- **Contract cheating:** Contracting with another person or company to complete your work in exchange for compensation of any kind;
- **Impersonation:** Arranging for someone else to take an exam on your behalf;
- **Cheating in examinations:** Possessing unauthorised materials or technology during an exam or attempting to access unseen assessment materials in advance.

A10.8 Academic misconduct differs from poor academic practice, which is often the result of inexperience or a lack of knowledge. Students who demonstrate poor academic practice will usually be given guidance and support.

Non-Academic Misconduct

A10.9 The College identifies the following behaviours as non-academic misconduct:

- Ignoring legitimate instructions from an authorised officer of the College.
- Engaging in any actions that prevent, obstruct, or disrupt teaching, learning, or assessment, or are intended to do so.
- Engaging in actions that prevent, obstruct, or disrupt the administration of the College or the performance of duties by College staff or third parties acting on behalf of the College, or are intended to do so.
- Refusing to disclose one's identity to a College staff member when reasonably required or attempting to disguise one's identity.
- Intentionally or recklessly damaging, defacing, or misappropriating College property or the property of others within the College.
- Distributing, publishing, or broadcasting (including electronically) any illegal material, or material which represents views or speech which is not protected

within the law. *E.g. transmitting material which promotes an organisation proscribed under anti-terror legislation.*

- Acting in a manner likely to cause injury or endanger safety during College activities.
- Engaging in fraud, deceit, deception, or dishonesty in relation to the College, its staff, or students.
- Submitting false, frivolous, malicious, or vexatious complaints.
- Infringing on or abusing the privacy, integrity, or confidentiality of College files or confidential material, including information held in the College's computer systems.
- Threatening, or engaging in, violence, discrimination, harassment, bullying, or abuse, whether done physically, verbally, in writing, or via social media.
- Exhibiting violent, indecent, disorderly, intimidating, threatening, or offensive behaviour or language (whether spoken, written, or electronic) during College activities.
- Engaging in sexual, racial, or any other form of harassment against a student, staff member, or other individuals, including authorised visitors to the College.
- Possessing, using, or supplying drugs (including the misuse of prescription drugs or legal highs) or weapons.
- Engaging in anti-social behaviour, including that resulting from intoxication through alcohol or drugs.
- Engaging in conduct that damages the College's reputation or the reputation of its members, noting that reputational risk is not a valid reason to suppress freedom of speech or academic freedom.
- Receiving a police caution, community resolution order, or similar police penalty, regardless of whether charges are filed.
- Being convicted of a criminal offence or engaging in criminal behaviour that could damage the College's reputation.
- Failing to declare a criminal conviction, subject to the Rehabilitation of Offenders Act.
- Engaging in criminal behaviour that affects the College community, damages the College's reputation, or breaches professional conduct standards.
- Failing to comply with any penalties previously imposed under these regulations.