

Student Charter and Code of Conduct

Introduction

- 1.1 The College of Legal Practice seeks to enhance the careers of legal professionals through the delivery of innovative, practice-focused legal education and training. Although delivered exclusively online, it is a community which embraces diversity and requires consideration, acceptance and courtesy in all behaviour.
- 1.2 The Student Charter and Code of Conduct provides general definitions of misconduct, allegations of which will be investigated, considered and determined under the [Student Disciplinary Process](#). The College expects all staff and students to show respect for one another in all aspects of their conduct.
- 1.3 This Charter and Code of Conduct applies to all students on any programme or module of study from the point that the contractual relationship between the student and the College is formed. It applies at all times and is not restricted to conduct during term time.
- 1.4 This policy should be read alongside the [Fitness to Study policy](#).
- 1.5 Any breach of the Code of Conduct will be taken seriously and, where necessary, dealt with through the [Student Disciplinary Process](#). Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

Charter Expectations

- 2.1 As a student we expect you:
 - 2.1.1 to commit to all elements of your programme of study, (recognising that a 20-credit module requires the equivalent of 200 hours study time);
 - 2.1.2 to be punctual in your online attendance and to meet deadlines (persistent, unexplained, late arrival at, or early departure from, group forums, one to one feedback sessions or other synchronous online activity is not acceptable);
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- 2.1.3 to be attentive during any synchronous online activities with other students and in interactions with College supervisors and to avoid any form of behaviour which could reasonably be regarded as disruptive or offensive;
 - 2.1.4 to be respectful and polite to fellow students, staff and others working for the College;
 - 2.1.5 to recognise and respect the cultural diversity of the College and take no action that might undermine the principles of cultural tolerance within our community;
 - 2.1.6 to uphold the reputation of the College in your activities outside your College programme and its learning environment, exercising respect and tolerance in the wider community;
 - 2.1.7 not to behave in ways that bring the College into disrepute;
 - 2.1.8 neither intentionally nor negligently to damage or misuse or make unauthorised use of College property, equipment or learning materials;
 - 2.1.9 to comply with the College's [Terms & Conditions](#) and policies regarding health and safety and to take reasonable care of your health and safety and not to endanger the health or safety of others;
 - 2.1.10 to be personally responsible for your actions and behaviour and to comply with all College regulations, including this Code of Conduct (the College may take disciplinary action should you fail to do so);
 - 2.1.11 to comply with the law at all times and report to the relevant authorities any incidents that you may witness.
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Consequences of breaches of the Student Charter and Code of Conduct

- 3.1 The [Disciplinary Procedure](#) may be invoked if a student is alleged to have committed any action which interferes with the achievement of the College's expectations as stated above, or which adversely affects the safety or well-being of the College's staff and/or students and/or third parties , or which may bring the College into disrepute.
- 3.2 The College may choose to investigate and take action on misconduct offences wherever committed, including online and in social media.
- 3.3 The misconduct offences are divided into Academic Misconduct and Non-Academic Misconduct.
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Academic Misconduct

- 4.1 Academic misconduct is any action by a student which gives them (or has the potential to give them) an unfair advantage in an assessment or assessment, or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity of the assessment. An offence may occur in relation to any form or component of assessment.
- 4.2 Academic misconduct may include, but is not limited to:
- 4.2.1 plagiarism - presenting someone else's work or ideas as the student's own without adequately identifying it and citing its source;
 - 4.2.2 self-plagiarism - submitting the same work that the student has already submitted for another assessment when this is not permitted;
 - 4.2.3 taking a copy of another student's work without their permission;
 - 4.2.4 collusion - assisting another student, or being assisted by another person, in gaining an unfair advantage in an academic assessment;
 - 4.2.5 contract cheating - contracting with another individual or body to receive or provide work in exchange for compensation of any kind, including payment (including use of essay mills or buying work online);
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- 4.2.6 arranging for someone else to impersonate a student by undertaking any part of their assessment;
 - 4.2.7 cheating in assessments (or other formal assessment), including possession of unauthorised material or technology during any formal assessment, possession or use of any unauthorized material or technology for any assessment activity and attempting to access unseen assessment materials in advance of an assessment;
 - 4.2.8 submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims (this may also be considered a non-academic disciplinary matter);
- 4.3 Academic misconduct may be distinguished from poor academic practice, which is the result of inexperience or a lack of knowledge. The College considers this distinction to be one of academic judgement and a Module Leader may discuss the matter with a senior member of the College academic team. Students who are found to have demonstrated poor academic practice will generally be provided with appropriate support, advice and guidance.
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Non-Academic Misconduct

- 5.1 Non-Academic Misconduct includes, but is not limited to:
- 5.1.1 disregarding the legitimate instruction of an authorised officer of the College;
 - 5.1.2 engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt teaching, learning or assessment carried out by the College;
 - 5.1.3 engaging in conduct which prevents, obstructs or disrupts the administration of the College or the discharge of duties or activities by any members of College staff or third party authorised by the College;
 - 5.1.4 failure to disclose identity (i.e. name, ID number, address and course details) to a member of Staff of the College and/or obscuring or attempting to disguise identity so that it cannot be
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ascertained by a member of Staff of the College in circumstances in which it is reasonable to require that such information be given;

- 5.1.5 damage to or defacement of or misappropriation of College property or the property of other members of the College caused intentionally or recklessly;
- 5.1.6 distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;
- 5.1.7 action likely to cause injury to, or impair the safety of, either themselves or others whilst engaged in any College activity;
- 5.1.8 fraud, deceit, deception or dishonesty in relation to the College or its staff or students;
- 5.1.9 making false, frivolous, malicious or vexatious complaints;
- 5.1.10 invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by the College, including information held on the College's computer systems;
- 5.1.11 threatening or engaging in violence, discrimination, harassment, bullying or abuse, either physically, verbally, in writing or via social media;
- 5.1.12 violent, indecent, disorderly, intimidating, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically) whilst engaged in any College activity;
- 5.1.13 sexual, racial or other kind of harassment of any student, member of staff or other employee of the College or any authorised visitor to the College;
- 5.1.14 the possession, use or supply of drugs (including the misuse of prescription drugs or legal highs), or weapons;

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- 5.1.15 anti-social behaviour, including but not limited to anti-social behaviour as a result of intoxication through alcohol or drugs;
 - 5.1.16 behaviour which may bring the College or any member of the College into disrepute;
 - 5.1.17 conduct (wherever occurring) resulting in the student receiving a formal police caution, community resolution order or other penalty imposed by the police, notwithstanding that the student is not subsequently charged or convicted of an offence;
 - 5.1.18 being found guilty of any criminal offence such as is likely to damage the good name of the College or behaving in such a way as would amount to a criminal offence;
 - 5.1.19 failure to declare a criminal conviction to the College, subject to the Rehabilitation of Offenders Act;
 - 5.1.20 conduct which constitutes a criminal offence where that conduct affected or concerned other members of the College community or damages the good name of College; or where that conduct may fall short of the professional codes of conduct such as to render the Student unfit to practice; and
 - 5.1.21 failure to comply with a previously imposed penalty under these regulations.
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