

Student Discipline Policy - ANC

In the College campus

Students will behave in a manner that makes clear their respect for their college, members of Academic and Administrative staff, and their colleagues. They must:

- i) Behave in a quiet and considerate manner at all times while in college.
- ii) Not smoke in any part of the campus, nor eat or drink except in the café area.
- iii) Not meet in groups for long periods either on the stairs or in the hallways, where it becomes difficult for others to pass or noisy and distracting for those in nearby classes.
- iv) Use the stairs for short journeys (one or two floors) to avoid congestion in the lifts.
- v) Not litter the campus.
- vi) Not to misuse or cause any damage to any campus facility or equipment.
- vii) Not allow any person not a part of the campus to enter it unless at the specific invitation of a person of responsibility.
- viii) Immediately report any behaviour which is against the above rules to a person of responsibility.

In classes

Students and staff will ensure that their conduct is at all times conducive to the learning process. Specifically:

- i) All attending the lecture will arrive at the timetabled time unless a change has been arranged by the lecturer in advance. Any student arriving more than 15 minutes past the timetabled start time will not be allowed in. No student may leave before the end unless by prior arrangement with the lecturer.
- ii) Disruptive or difficult students may be asked to leave the lecture, and disciplinary action may be taken against them.
- iii) No food or drinks except water may be brought to lectures. Water is not allowed in the computer laboratories.
- iv) All personal electronic equipment, such as telephones, music players, hand held PCs, and other items must be switched off for the duration of the teaching session. No recording device may be used to record the lecture without the permission of the lecturer.
- v) All attending the lecture must observe the norms of student behaviour as regards silence, attentiveness and participation when requested. A lecturer is entitled to the respect that his or her learning status confers - this must be evidenced by students when interacting and communicating with a lecturer.
- vi) Only those students who are registered members of the programme will be allowed to enter any lecture.
- vii) Students must purchase text books and other study material as reasonably requested by the lecturer.
- viii) Students must obey the rules of academic honesty and submit only work which is demonstrably their own. Evidence of plagiarism will be dealt with severely and consistently, and will always be a matter of serious disciplinary action. In all matters of doubt, it is the student who must prove the work is their own; it is not the lecturer who must prove it is not.
- ix) In any dispute over matters concerning conduct, conflicts, assessment results or other concerns of students, resolution must be sought through the Student Council, so that a fair hearing may be heard and acted upon.
- x) Harassment in any form, whether of a sexual, racial or any other nature or form will be dealt with immediately and with rigour in every case notwithstanding personal circumstances, context or misunderstandings.