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**GENERAL INFORMATION**

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3	Minimum list of document users to be notified upon release of document update	All Academic Staff and Students

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## INTRODUCTION

Students enrolled on MCAST (including MG2I) full-time, and part-time awards and qualifications (including courses delivered by MCAST and regulated by external bodies and authorities) are required to comply with MCAST regulations and behave respectfully towards all members of the College community and visitors.

When MCAST rules and regulations are contravened, on-campus, online or in any other forum, the College shall be constrained to implement measures to rectify matters, ensure conformity, take appropriate disciplinary action and safeguard the overall interest of the community.

The aim of this document is to provide:

- a) A definition of what constitutes misconduct (Section 1.1).
- b) A classification of misconduct (Section 1.2),
- c) Procedure of dealing with misconduct (Section 1.3)
- d) An explanation of the code of conduct before, during and after time-constrained assessments (Section 2)

## SECTION 1: GENERAL

### 1.1 Definition of misconduct

**1.1.1** Under these regulations, misconduct shall be defined as any action by a student, either willingly or inadvertently, which directly or indirectly interferes with the operations and activities of the College and/or of those who work or study within it, whether face-to-face or online, or through any other platform used by the Institution, namely but not limited to:

- a) Any other behaviour or actions which constitute a criminal offence;
- b) Any behaviour or actions which cause or constitute potential harm to self and others;
- c) Any behaviour or actions which tarnish or potentially tarnish the name or reputation of the MCAST;
- d) Obstruction of, or improper interference with, the functions, duties and/or activities of any student, member of staff, or any visitor to the College;
- e) Vandalism and damage to the College's or Third party's (students, staff or visitors) property either caused intentionally or as a result of recklessness/negligence;
- f) Inappropriate and/or unauthorised use of the College's and Institute's Property;
- g) Theft, and/or misappropriation of any College's and Institute's property, or the property of the staff, students and/or visitors;
- h) Provision of access to College facilities (libraries; canteens; sports grounds; classrooms



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etc.) to unauthorised individuals/persons;

- i) Disruption of any Academic, Corporate and Social activities promoted and/or held by the College and its Institutes;
- j) Tampering with attendance records and/or Academic achievement records and other official records, both personal and of others;
- k) Bullying and harassment of any student, member of staff and/ or any visitor, on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age etc.;
- l) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour (including the carrying and brandishing of weapons) or language, whether expressed verbally or in writing or by a gesture, including in electronic form;
- m) Use of foul, offensive or vulgar language;
- n) Intimidation addressed at the cultural, sexual or political orientation of an individual;
- o) Fraud, deceit, deception or dishonesty in relation to the College or its staff, students or visitors;
- p) Failure to comply with disciplinary sanctions and reasonable instructions related to the discipline imposed by the institute director and any of the MCAST Disciplinary Boards;
- q) Use/abuse, consumption and/or distribution of Alcohol, Drugs and/or Illegal Substances, on College/Institute property/grounds; and/or during any College/Institute activities held inside and/or outside College/Institute premises (Cases of Illegal Substance abuse shall be dealt with according to the procedure listed in DOC 212 Illegal Substance Procedure);
- r) Breaching of any Official MCAST Regulations either intentionally or as a result of negligence and/or recklessness;
- s) Repeated instances of MAJOR infringements of academic misconduct as defined in the respective document/s (Refer to Academic Misconduct policies and procedures referenced below)

### **Reference Documents:**

*Doc 032: Academic Misconduct Policy and Procedure*

*Doc 099: Plagiarism Policy and Procedure*

## **1.2 Classification of Misconduct (Petty Misconduct, Misconduct and/or Serious Misconduct).**

**1.2.1** MCAST classifies Student misconduct according to the severity and the frequency of the offence. As a result, the following categories apply:

- a) **Petty misconduct** (Dealt with by Institute Director):

**Includes instances of but not limited to:**

- Isolated incidents of unruly behaviour;



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- Minor breaches of College academic and disciplinary regulations.

b) **Misconduct** (Dealt with by IDB):

**Includes instances of but not limited to:**

- Recurring petty misconduct by student (see above).
- Copying during a Time-constrained Assessment (TCA).
- A repeat instance(s) of MAJOR infringements of academic misconduct (Refer to per DOC 032 Academic Misconduct Policy and Procedure and Doc 099 Plagiarism Policy and Procedure).
- Cases of misconduct during WBL placements and internships.
- Cases of students who are enrolled on courses that include Work Based Learning component (s) who fail to:
  - participate actively in the selection process by the sponsor and fulfil the various milestones leading up to the selection without proper justification, including but not limited to uploading of CV;
  - attend requests for interviews by employers (without proper justification);
  - honour the terms of their agreement with sponsor (unless a valid justifiable reason for termination is recognised.)

c) **Serious misconduct** (Dealt with by MCDB – the involvement of law enforcement may be required)

**Includes instances of:**

- Persistent defiance of MCAST regulations regardless of any disciplinary action taken against the student at Institute level.
- Theft, vandalism, bullying, intimidation, , acts of violence, acts which endanger the safety or health of others, or illegal or criminal activity.
- drug offences
- Brandishing and/or exposing of weapons or illicit misuse of tools of the trade outside designated areas (such as workshops, studios etc.) or extended MCAST campuses and work sites. The carrying of such tools of the trade, specified as necessary by the lecturer, on days in which the student does not have a scheduled/time-tabled need for them and hence are not required is forbidden.
- Any form of harassment (as defined in DOC 370 Dignity at MCAST: An Anti-Harassment policy)
- Tampering with official documents

**1.2.2** Refer to Doc 212 Illegal substance Procedure for the handling of cases related to substance possession/abuse.



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**Reference Documents:**

Doc 032: Academic Misconduct Policy and Procedure  
Doc 099: Plagiarism Policy and Procedure  
Doc 212: Illegal Substance Procedure  
Doc 370: Dignity at MCAST: An Anti-Harassment Policy

**1.3 Dealing with Misconduct**

- 1.3.1** Each student misconduct offence shall be dealt with by the appropriate person and/or board according to the process listed in the document referred to below. Sanctions shall be applied according to the severity of the case and as per the process listed in the document referenced below.
- 1.3.2** Students will have the right to appeal specific board decisions as per the details listed in the document referenced below.

**Reference Document:**

*DOC188 – Academic and Student Disciplinary Board Procedures*

**SECTION 2: STUDENT CONDUCT REGULATIONS DURING TIME CONSTRAINED ASSESSMENT (TCA)****2.1 Student code of conduct before, during, after assessment/examination**

2.1.1 The following rules of conduct apply for assessments/examinations:

- a) Candidates are to be punctual for their assessment/examination sessions (at least, ten minutes prior to the commencement of the assessment/examination session), knowing exactly in which lecture room/workshop they have to report to for their assessment/examination.
- b) Candidates cannot enter the assessment/examination room more than thirty (30) minutes after an assessment/examination has started except with the permission of the Director or the Deputy Director. In such cases, extra time may be allowed if the candidate's late arrival is justified by the Director or the Deputy Director.
- c) Candidates who have special concessions must ensure that they register their entitlement in good time according to policy and procedures and must produce evidence that concessions have been granted. Failing this, they will not be allowed to benefit from such concessions during the assessment/examination period.
- d) All answers returned on the candidate's examination manuscript must be their own work completed during the examination/assessment session.
- e) Candidates are expected to comply with any specific instructions given by the invigilator before and during the assessment/examination session.
- f) Candidates are not permitted to communicate or attempt to communicate with any other candidates during the assessment/examination session.



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- g) Any form of copying is unacceptable and such misconduct leads to automatic disqualification from the assessment/examination session.
- h) It is strictly forbidden to use any answer book, writing paper or graph paper other than that supplied in the assessment/examination room unless there is a special provision for using material authorised by the examiners. Any other material required for an assessment/examination will be provided in the assessment/examination room.
- i) Any electronic devices/items, for example, personal audio equipment, mobile phones, smartwatch devices, tablets, laptops etc., are to be switched off before the start of the examination. All electronic devices/items, bags and other material which are not related to and not permitted for use during the examination must be placed at the location as indicated by the invigilator.
- j) All material (including examination manuscripts, graph paper, information sheets, etc.) supplied during the examination session has to be returned to the invigilators at the end of the examination.
- k) Candidates are not permitted to bring with them any scrap pieces of paper.
- l) Before leaving the examination room, the candidate has to seek the invigilator's permission. Candidates are allowed to leave the examination room after the first half-hour of the examination. No candidate may leave the examination hall during the last ten minutes of the examination session.
- m) A candidate who falls ill while sitting for an assessment/examination session may leave the room, with the invigilator's permission, and return while the assessment/examination is in progress, to resume the paper on one occasion only. In such cases, no extra time is allowed.
- n) When a candidate cannot complete the assessment/examination work/paper because they are taken seriously ill, they should inform the invigilator so that the incomplete manuscript/work can be handed in. It is the candidate's responsibility to cover such instances with a medical certificate.
- o) It is absolutely forbidden for candidates to return part of or the whole examination manuscript/s after they leave their examination room.
- p) Candidates shall not directly and/or indirectly offer or seek to offer assistance to, or seek to obtain and/or accept assistance from, any other assessment/examination candidate. Such behaviour will disqualify the candidate from that assessment/examination, and their script will not be corrected.
- q) Food and drinks (except water or non-alcoholic drinks) are not allowed during the examinations.
- r) Any form of unacceptable conduct during assessment/examinations, including cheating, copying and disturbing others during assessment/examinations, will be reported to the Institute Disciplinary Board. This could, among other disciplinary measures, lead to the annulment of the assessment/examination result.
- s) Candidates are to keep exam papers flat on the desk at all times.
- t) In case of serious uncontrolled behaviour or persistent defiance of assessment/examination regulations, the invigilator is authorised to suspend the candidate immediately from the lecture room/examination hall. Such cases will be immediately reported in writing to the Registrar's office within 24 hours of the incident.



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**REFERENCE DOCUMENTS**

*DOC188: Academic and Student Disciplinary Board Procedures*

*Doc 032: Academic Misconduct Policy and Procedure*

*Doc 099: Plagiarism Policy and Procedure*

*Doc 212: Illegal Substance Procedure*