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Document Number	038	Document Revision	C	Date Issued 11-9-19

GENERAL INFORMATION

1	Document type	Rules and Regulations
2	Document Owner/Approver	Col
3	Minimum list of document users to be notified upon release of document update	All Academic Staff and Students

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Consolidated student conduct regulations into one document				

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INTRODUCTION

Students enrolled on MCAST (including MG2I) full-time and part-time courses and programmes are expected to comply with MCAST regulations and behave respectfully towards all members of the College community and visitors.

When MCAST rules and regulations are contravened, 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 all students following a full time and part-time courses and programmes at MCAST (including MG2I) with:

- a) A definition of what constitutes misconduct (Section 1.1).
- b) Classification of misconduct (Section 1.2),
- c) 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, 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 a 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 etc.) to unauthorised individuals/persons;

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- 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, 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 gesture, including in electronic form;
- m) Fraud, deceit, deception or dishonesty in relation to the College or its staff, students or visitors;
- n) Failure to comply with disciplinary sanctions and reasonable instructions related to discipline imposed by the institute director and any of the MCAST Disciplinary Boards;
- o) 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;
- p) Breaching of any Official MCAST Regulations either intentionally or as a result of negligence and/or recklessness.

1.2 Classification of Misconduct (Petty, Recurring Petty and Persistent 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** : Isolated incidents of unruly behaviour; minor breaches of College academic and disciplinary regulations.
- b) **Recurring Petty misconduct** : Repeated incidents of unruly behaviour; repeated minor breaches of College academic and disciplinary regulations
- c) **Persistent misconduct** : Persistent defiance of MCAST regulations regardless of any disciplinary action taken against the student at Institute level.
- d) **Serious misconduct** : Theft, vandalism, bullying, intimidation, brandishing of weapons, drug offences, acts of violence, acts which endanger the safety or health of others, or an illegal or criminal activity.

1.2.2 Substance abuse cases are regulated by 'Illegal Substance Procedure' referenced to below.

Reference Documents

Doc 212 : Illegal Substance Procedure

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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 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 to 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 his/her 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.
- g) Any form of copying are unacceptable and such misconduct leads to automatic disqualification from the assessment/examination session and no marks/grades will be issued.
- 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 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.

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- i) Any electronic devices/items, for example, personal audio equipment, mobile phones, 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 s/he is taken seriously ill, s/he 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 his/her 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 Examinations 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 immediately the candidate 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.

APPENDIX 1

REFERENCE DOCUMENTS

DOC188 : Academic and Student Disciplinary Board Procedures