



Document Title	STUDENT CONDUCT REGULATIONS			Page 1 of 8
Document Number	038	Document Revision	J	Date Issued
				24.07.2023

**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; Institute Administration Staff and Students

4	<b>Document change history</b>			
	J	<b>DCTN #</b>	<b>Date released</b>	
		41/2023	24.07.2023	
		<b>Change history (Section/change details)</b>		
	Updated Introduction			
	<b>Document change history</b>			
	I	<b>DCTN #</b>	<b>Date released</b>	
		38/2023	06.07.2023	
		<b>Change history (Section/change details)</b>		
		<p>Added failure to abide by the Students' Dress code as a form of Misconduct</p> <p>Added Section 2, Students' Dress code</p> <p>Updated note on Serious Misconduct, which is now dealt with by the IDB</p> <p>Added reference to DOC 188 in the 1.2.1b and 1.2.1c</p> <p>Updated the <i>Student code of conduct before, during, after assessment/examination</i> in Section 3 by adding paragraphs 'p to t',</p>		

**Instructions for document users with access to College website**

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website [www.mcast.edu.mt](http://www.mcast.edu.mt).

Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

**Continuous Improvement**

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today!**



Document Title	STUDENT CONDUCT REGULATIONS			Page 2 of 8	
Document Number	038	Document Revision	J	Date Issued	24.07.2023

## 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 rules and regulations. Students shall behave respectfully towards all members of the College community and visitors at all times; when on College grounds, during online learning sessions and/or virtual learning environments (VLEs), and when representing the college in any way, including but not limited to Apprenticeships, Internships, Erasmus+ and other programmes both locally and abroad.

The College may be constrained to implement measures to ensure the conformity and implementations of the rules and regulations by taking the appropriate disciplinary action to safeguard the interests of the College 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) Students' Dress code
- e) An explanation of the code of conduct before, during and after time-constrained assessments (Section 3)

## 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;



Document Title	STUDENT CONDUCT REGULATIONS			Page 3 of 8	
Document Number	038	Document Revision	J	Date Issued	24.07.2023

- 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;
- 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) Failure to comply with the Students' Dress code;
- n) Use of foul, offensive or vulgar language;
- o) Intimidation addressed at the cultural, sexual or political orientation of an individual;
- p) Fraud, deceit, deception or dishonesty in relation to the College or its staff, students or visitors;
- q) 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;
- r) 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);
- s) Breaching of any Official MCAST Regulations either intentionally or as a result of negligence and/or recklessness;
- t) 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).**



Document Title	STUDENT CONDUCT REGULATIONS			Page 4 of 8	
Document Number	038	Document Revision	J	Date Issued	24.07.2023

**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;
- Minor breaches of College academic and disciplinary regulations, and codes of conduct.

b) **Misconduct** (Dealt with by the IDB *refer to DOC 188 College Academic Boards Procedures*):

**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 the IDB *refer to DOC 188 College Academic Boards Procedures* – 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)



Document Title	STUDENT CONDUCT REGULATIONS			Page 5 of 8	
Document Number	038	Document Revision	J	Date Issued	24.07.2023

- Tampering with official documents

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

**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 who are expelled from the College due to official disciplinary action may be refused future re-admission.

**1.3.3** 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: STUDENTS' DRESSCODE**

2.1 MCAST is first and foremost an educational institution. It is therefore very important that students attend wearing the appropriate attire. With increasing emphasis on corporate image, many employers regard workplace attire as serious business.

2.2 As an MCAST student you are preparing yourself for the world of work where first impressions are very important. These are transmitted through clothing amongst other things.

2.3 For this reason, the following attire is not allowed:

- a) Sleeveless vests, T-shirts with bold, extravagant, offensive pictures and/or words, low cut tops or crop tops, transparent, see-through or skimpy clothing, very tight bottoms high above the knee (Long trousers are a must in workshop settings). Underwear should not be visible through any attire.
- b) Flip-flops or similar footwear constitute a safety hazard besides being considered inappropriate for an educational institution preparing students to work in particular environments.



Document Title	STUDENT CONDUCT REGULATIONS			Page 6 of 8	
Document Number	038	Document Revision	J	Date Issued	24.07.2023

- c) Piercings and jewellery items have to be removed in workshop settings where safety requirements so demand.

### SECTION 3: STUDENT CONDUCT REGULATIONS DURING TIME CONSTRAINED ASSESSMENT (TCA)

#### 3.1 Student code of conduct before, during, after assessment/examination

##### 3.1.1 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.
- g) 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.
- h) 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.
- i) Candidates are not permitted to bring with them any scrap pieces of paper.
- j) 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.
- k) 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.



Document Title	STUDENT CONDUCT REGULATIONS			Page 7 of 8	
Document Number	038	Document Revision	J	Date Issued	24.07.2023

- l) 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.
- m) It is absolutely forbidden for candidates to return part of or the whole examination manuscript/s after they leave their examination room.
- n) Food and drinks (except water or non-alcoholic drinks) are not allowed during the examinations.
- o) Candidates are to keep exam papers flat on the desk at all times.
- p) 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 not related to and not permitted for use during the examination must be placed as indicated by the invigilator. Where latecomers are concerned, the onus is on the student to ask for direction in this respect.
- q) Any divergence from Clause P, students are to obtain approval, written or otherwise, from the institute director or deputy director by not later than one (1) hour prior to the start of the examination. The invigilator is to be made aware in writing of such approval by the decision taker at the start of every examination session.
- r) Students who are found to be in un-authorized possession of an electronic device and/or in possession of other copying material, shall be deemed to be in breach of College regulations and charged with the intent of cheating/copying. In relaying the instructions to students at the start of the examination, invigilators are to inform students of the above.
- s) When a Student is caught cheating/copying, charged with the intent of cheating/copying and disturbing others during TCA/examination sessions, the following procedure shall apply:

The invigilator shall speak to the student, notifying them of the procedure;

- i. The student shall be asked to place any unauthorised electronic devices and/or copying material on the invigilator's desk. Whilst electronic devices will be returned to students at the end of the session; non-electronic copying material will be confiscated and submitted with the examination script.
- ii. The invigilator shall write a note on the student's script recording the time and the incident (briefly).
- iii. The invigilator shall call for the Deputy Director to report the case whilst the student will be allowed to continue the examination. In instances where exams are held beyond normal school hours, the invigilator shall be asked to draft a brief report and submit it with the examination scripts.
- iv. Immediately after the exam, the student shall be given the opportunity to explain/defend themselves to the Deputy Director in the presence of the invigilator. In the case of exams held in the evening or beyond normal school hours, a meeting will be set within 5 days from the incident.
- v. Following the meeting with the student, the Deputy Director, in consultation with the Institute Director or, in the absence of the latter, another Deputy Director, shall decide on the sanction to be applied:



<b>Document Title</b>	<b>STUDENT CONDUCT REGULATIONS</b>			<b>Page 8 of 8</b>	
<b>Document Number</b>	<b>038</b>	<b>Document Revision</b>	<b>J</b>	<b>Date Issued</b>	<b>24.07.2023</b>

1. No Sanction – exam to be assessed and awarded a mark as per normal practice;
  2. Partial Assessment – the Deputy Director shall instruct the assessor to only assess and grade specific sections;
  3. Disqualification from Exam, where applicable - Consider the exam null and zero marks awarded. .
  4. If student is a repeat offender, then an IDB is to be convened to hear and deliberate the circumstances of the situation.
- vi. A documented decision shall be communicated to the student via email.
- t) Students shall have the right to appeal the decision to the IAB

#### **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*