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**GENERAL INFORMATION**

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	<ul style="list-style-type: none"><li>Updated item d in 1.1.1 as a definition of misconduct (students who register for a programme without profiting)</li><li>Updated titles of Referenced documents to meet their current title</li><li>Updated 1.2.1 to state that cases of continued petty misconduct may be either dealt with directly by the D/DD or classified as Misconduct and hence submitted to the IDB.</li><li>Removed reference to recurring petty misconduct as a definition of misconduct</li><li>Updated entry for continued (rather than a repeat) major infringements of academic integrity (now following a formal warning)</li><li>Added smoking and/or vaping inside College buildings as serious misconduct</li><li>Upgraded cases of misconduct during WBL placement and internships as serious misconduct</li><li>Added Section 3 with regulations concerning students with criminal conduct and/or bail conditions (a decision on how to register attendance for these students is required)</li></ul>			

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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 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 students, 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, including themselves, 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) Registering for a course/programme without profiting from the process/experience, for example, by repeatedly failing to submit assignments and/or assessment activities; repeatedly missing CBA and/or TCA sessions; repeatedly missing practical sessions, lab sessions, fieldwork activities, repeatedly failing to contribute to mandatory group activities etc., without proper justification, as students have a legal obligation to attend with profit, of which MCAST is obliged to inform them and uphold.
- e) Obstruction of, or improper interference with, the functions, duties and/or activities of any student, member of staff, or any visitor to the College;
- f) 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;



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- g) Inappropriate and/or unauthorised use of the College's and Institute's Property;
- h) Theft, and/or misappropriation of any College's and Institute's property, or the property of the staff, students and/or visitors;
- i) Provision of access to College facilities (libraries; canteens; sports grounds; classrooms etc.) to unauthorised individuals/persons;
- j) Disruption of any Academic, Corporate and Social activities promoted and/or held by the College and its Institutes;
- k) Tampering with attendance records and/or Academic achievement records and other official records, both personal and of others;
- l) Bullying<sup>1</sup> and harassment<sup>2</sup> 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.;
- m) 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;
- n) Failure to comply with the Students' Dress code;
- o) Use of foul, offensive or vulgar language;
- p) Intimidation addressed at the cultural, sexual or political orientation of an individual;
- q) Fraud, deceit, deception or dishonesty in relation to the College or its staff, students or visitors;
- r) 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;
- s) 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 Mind-Altering Substance abuse shall be dealt with according to the procedure listed in DOC 212 Mind-Altering Substances Procedure);
- t) Breaching of any Official MCAST Regulations either intentionally or as a result of negligence and/or recklessness;
- u) Repeated instances of MAJOR infringements of academic misconduct as defined in the respective document referred below:

**Reference Document:***Doc 099: Academic Integrity Policy and Procedure*

<sup>1</sup> "bullying" is a form of harassment considered to be an emotive event with more emphasis on intimidation. Examples of this include invasion of privacy, spying, malicious behaviour, open aggression, behaviour that causes distress or offence, constant pressure or antisocial behaviour and repeated statements to demean a person's status.

<sup>2</sup> Kindly refer to DOC 370 Dignity at MCAST: An Anti-Harassment Policy

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## 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/ Deputy 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.

Cases of continued petty misconduct shall be dealt with by the Institute Director/ Deputy Director as per the procedure listed in *DOC 188 College Academic Boards Procedures*. However, such cases may also be classified as Misconduct and hence be referred to the IDB.

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

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

- Copying during a Time-constrained Assessment (TCA).
- Continued Major infringements of academic misconduct following formal warning (Refer Doc 099 Academic Integrity Policy and Procedure).
- 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. Cases of misconduct during WBL placements and internships.



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- 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 Mind-Altering Substances Procedure for the handling of cases related to substance possession/abuse.

#### **Reference Documents:**

*Doc 099: Academic Integrity Policy and Procedure*

*Doc 212: Mind-Altering Substances 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 – College Academic 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.
- c) Piercings and jewellery items have to be removed in workshop settings where safety requirements so demand.



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## **SECTION 3: CRIMINAL CONDUCT OFF COLLEGE PREMISES AND BAIL CONDITIONS**

MCAST jurisdiction with regards to the application of these Student Conduct Regulations and resulting disciplinary action, applies only to the confines of its premises unless there are direct or indirect consequences on third parties attending the college. Any instances of Misconduct, or criminal conduct, involving MCAST students which occurs off campus shall be dealt with by the local authorities.

Where a student subject to any criminal proceedings in respect of any act which constitutes misconduct under these regulations, such fact shall in no manner prejudice the initiation or continuation of disciplinary proceedings by MCAST against the student pursuant to these regulations.

**3.1** Students shall inform the Institute Director of such circumstances and shall be responsible for making all necessary arrangements with local authorities or courts to continue attending lectures provided that this is allowed as part of their bail conditions.

**3.2** MCAST security personnel shall be informed of students whose bail conditions preclude them from attending the College. Should such students appear on MCAST premises, they:

- will be denied access by MCAST security personnel;
- will be reported to the police on the basis of breach of their bail conditions.

If a Student is subject to, or is convicted in, criminal proceedings relating to an alleged offence in respect of which a term of imprisonment may be imposed upon conviction as a direct punishment, the Student shall promptly notify the Institute Director in writing. The Director shall refer the matter to the Principal, who may, at their discretion, refer it to the respective College Disciplinary Board, upon whose advice such disciplinary measures may be imposed as deemed appropriate.

## **SECTION 4: STUDENT CONDUCT REGULATIONS DURING TIME CONSTRAINED ASSESSMENT (TCA)**

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

**4.1.1** 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.



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- 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.
- 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



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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-authorised 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 - 7 academic 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:
  - 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: College Academic Board Procedures*  
*Doc 099: Academic Integrity Policy and Procedure*  
*Doc 212: Mind-Altering Substances Procedure*