



School of Coding & AI

Student First Always

HIGHER EDUCATION

Behaviour and Disciplinary Policy

Policy Owner: Suki Gill

| Full Name | Position | Signature | Date | Review Cycle |
|-----------|-----------|---|------------|--------------|
| Suki Gill | Principal |  | 01.09.2025 | Annual |

School of Coding Limited T/A School of Coding & AI
Company Number: 10808021 Registered in England & Wales
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1. Purpose

This policy establishes clear expectations for student behaviour in the Higher Education (HE) environment and defines fair, transparent, and proportionate procedures for managing disciplinary matters. It ensures all students can learn in a safe, respectful, and inclusive environment.

2. Scope

This policy applies to:

- All students enrolled in Higher Education programmes at School of Coding
- Behaviour on campus, during off-site activities, online interactions, or placements
- Staff responsibilities in enforcing and reporting behavioural standards
- Incidents involving interactions with peers, staff, visitors, and external organisations (e.g. placement hosts)

3. Behaviour Expectations

All Higher Education students at School of Coding are expected to:

Treat all members of the community with dignity and respect

- Students must be polite and considerate in all interactions, avoiding discrimination, harassment, offensive behaviour or gestures toward peers, staff, visitors, or external partners

Engage constructively in teaching, learning, and assessments

- Students should participate actively in classes, contribute appropriately to discussions, and complete assignments and assessments with genuine effort and integrity.

Follow instructions from staff and institutional policies

- Students should comply promptly with directions given by teaching staff, support services, or administrative staff, and adhere to all published institutional rules and policies.

Attend scheduled learning and support activities punctually and responsibly

- **Students** should arrive on time for classes, workshops, tutorials, and meetings. Absences should be explained with valid reasons, and students must catch up on missed work. Students arriving after the session start time, will be marked as 'arriving late'. Leaving classes early will require lecturers approval and you will be required to sign out.

Maintain academic integrity and uphold HE values

- Students must not cheat, plagiarise, or assist others in dishonest practices. They should approach their studies with honesty and respect for scholarship and intellectual property.



Use digital platforms and resources responsibly and respectfully

- Students must not post offensive or harmful content online, misuse digital tools for harassment, or breach privacy or data protection rules when using institutional systems.

Follow the terms of any placements or industry-based learning agreements

- Students must respect the rules and professional standards of external partners, perform duties responsibly, and represent the institution positively while on placements.

4. Code of Discipline

No member of the School of Coding Higher Education community shall intentionally or recklessly:

1. Disrupt or attempt to disrupt:

- Teaching, learning, or research
- Administrative, sporting, social, cultural, or other institutional activities

2. Obstruct or attempt to obstruct:

- Staff, officers, or agents of the institution in performing their duties

3. Damage, deface, destroy, or misappropriate:

- Institutional property
- Property belonging to other members of the institution

4. Occupy or use:

- Any premises or facilities without proper authorisation

5. Forge or falsify:

- Institutional certificates, records, or documents
- Results, grades, or statements relating to academic progress

6. Engage in behaviour likely to cause injury or endanger safety

7. Display violent, indecent, disorderly, threatening, or offensive gestures, behaviour or language

8. Engage in dishonest behaviour, including:

- Misrepresentation in applications for membership, positions, or student places
- Dishonesty in holding institutional offices or positions

9. Disobey a reasonable instruction given by an authorised staff member within their authority

10. Refuse to disclose:

- Name and other relevant details when reasonably required by staff acting in their official capacity

11. Possess, use, offer, sell, or give illegal drugs to others

12. Engage in harassment, bullying, or sexual misconduct towards:

- Students
- Staff



- Visitors
 - Placement hosts
 - Contractors
13. Breach regulations regarding:
- Library or IT facilities
 - Examination conduct
 - Any institutional code or regulation
14. Incite or conspire with others to engage in prohibited conduct
15. Create or supply material intended to:
- Serve as a model work for others to submit as their own
 - Facilitate academic misconduct
16. Assist or encourage others to breach any provision of this policy

Expanded examples

Disrupt or attempt to disrupt teaching, study, research, or activities

- Includes actions like shouting, interrupting lectures, spreading misinformation, or using devices in a disruptive manner during class.

Disrupt lawful exercise of freedom of speech

- Includes preventing speakers from being heard, creating disturbances during public talks, or threatening those expressing differing opinions.

Obstruct any officer, employee, or agent of the institution

- Includes refusing to allow staff to perform duties, physically blocking access to rooms, or interfering with official investigations.

Deface, damage, or destroy property

- Includes graffiti, breaking equipment, tampering with computers or networks, or vandalising personal property of others.

Occupy or use facilities without authorisation

- Includes remaining in buildings after hours without permission, using labs without booking, or organising events in spaces without approval.

Forge or falsify documents

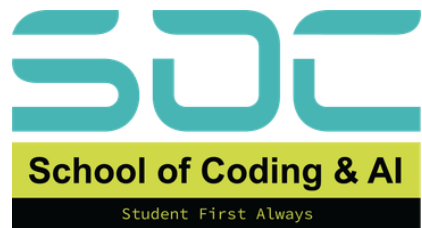
- Includes creating fake transcripts, altering official letters, or misrepresenting grades or qualifications.

Engage in behaviour likely to cause injury or impair safety

- Includes setting off fire alarms as a prank, throwing objects, fighting, or bringing prohibited items on campus.

Use violent, indecent, disorderly, threatening, or offensive gestures, behaviour or language

- Includes verbal abuse, physical assault, making threatening gestures, or using racial or sexual slurs.



Refuse to disclose identity

- When asked by staff in situations where safety or discipline is involved, students must state their name and other relevant details honestly.

Possess, use, or supply illegal drugs

- Strictly forbidden on campus or at any School of Coding event, including possession of small amounts for personal use.

Engage in harassment or sexual misconduct

- Covers unwanted sexual advances, inappropriate touching, sending explicit messages, or persistent unwanted contact.

5. Misconduct and Gross Misconduct

Misconduct may include, but is not limited to:

Disruptive, aggressive, or disrespectful behaviour

- Loud interruptions, aggressive arguments, refusal to cooperate with staff, or causing a scene in communal areas.

Harassment, bullying, discrimination, or hate speech

- Making derogatory remarks about someone's race, gender, religion, disability, or other protected characteristics, including online

Academic misconduct (e.g. plagiarism, collusion, exam cheating)

- Copying work without citation, submitting another person's work as your own, communicating with others during exams, or using unauthorised materials.

Inappropriate use of digital tools, including online harassment

- Sending abusive emails, posting harmful content about others on social media, or using institutional IT systems to bully or harass.

Vandalism, theft, or misuse of institutional property

- Damaging classroom furniture, stealing laptops, or using equipment for unauthorised personal gain.

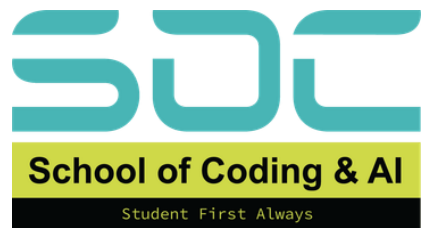
Substance Use and Misuse Policy

The misuse of alcohol or other legal or illegal substances is strictly prohibited. This includes, but is not limited to:

- Consumption of alcohol in areas or at times where it is expressly forbidden
- Attending classes, assessments, or SoC related activities while under the influence of alcohol or other substances
- Possession, use, or distribution of illegal drugs on SoC premises or during SoC sanctioned events

Breach of placement conduct requirements

- Violating professional codes of conduct during placements, such as confidentiality breaches, poor timekeeping, or unprofessional behaviour.



Repeated unauthorised absence or persistent lateness

- Regularly missing classes without valid reasons, arriving late repeatedly, or failing to communicate absences

Gross Misconduct

Examples include, but are not limited to:

- Physical assault or threats of violence
- Fraud or deliberate dishonesty causing significant harm
- Serious damage to property
- Behaviour that endangers the health, safety, or well-being of others

Gross misconduct may result in **immediate suspension** or **exclusion**.

6. Disciplinary Process

School of Coding Higher Education disciplinary process is fair, timely, and proportionate. It is designed to be transparent and to ensure students have an opportunity to be heard at every stage.

Stage 1 – Informal Intervention

- Minor breaches are addressed promptly by staff

May involve:

- Verbal guidance
- Restorative conversations
- Informal mediation

The aim is to resolve issues quickly without escalation

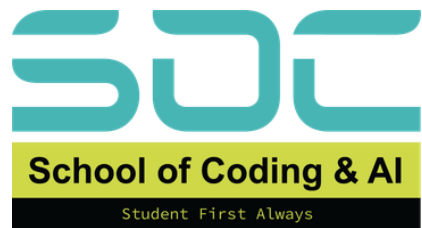
Stage 2 – Formal Warning

Triggered by:

- Repeated minor breaches
- More serious single incidents

Steps include:

- Investigation conducted by a Course Leader or Student Support Officer
- Written warning issued
- Development of a behaviour improvement plan
- The student given the opportunity to respond in writing



Stage 3 – Disciplinary Panel Review

Convened for:

- Serious misconduct
- Repeated breaches after a formal warning

The panel comprises:

- Senior academic staff
- Student representative (optional)

Student invited to:

- Attend the panel
- Present their case
- Submit evidence

Potential outcomes:

- Written warning
- Requirement to attend educational or support programmes
- Restrictions on contact with individuals
- Fines or compensation orders
- Suspension of access to facilities
- Temporary or permanent bans from premises
- Suspension for a defined period
- Expulsion
- Recommendations regarding references or awards

Stage 4 – Exclusion

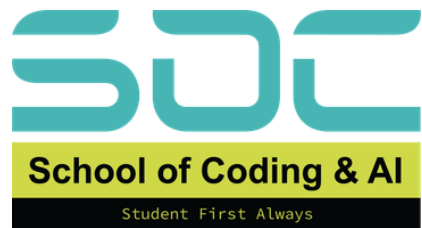
- Reserved for gross misconduct or persistent breaches
- Requires review and approval by the Head of Higher Education
- Student retains the right to appeal under the Academic Appeal Policy

7. Academic Misconduct Outcomes

If a student is found to have committed academic misconduct (e.g. cheating in exams):

The disciplinary panel may instruct examiners to:

- Exclude affected work from the assessment.
- Award no mark or reduce marks
- Substitute alternative marks
- Lower the degree classification
- Require resubmission of work under specified conditions
- Award a pass degree instead of a honours degree
- Fail the student in the examination



8. Appeals and Student Voice

- Students have the right to appeal disciplinary decisions through the internal Appeals policy.
- Appeal must be submitted within 10 working days of the disciplinary outcome.

Appeals are:

- Handled impartially
- Processed promptly
- Without detriment to the student for raising concerns

9. Support and Safeguarding

Students involved in disciplinary matters will be signposted to:

- Student Wellbeing Services
- Learning Support
- Disability Advisory Services

Reasonable adjustments are made for students with:

- Special Educational Needs or Disabilities (SEND)
- Mental health conditions
- Safeguarding concerns will be escalated to the Designated Safeguarding Lead (DSL) under the Safeguarding Policy.

10. Equality and Data Handling

- All disciplinary processes are applied fairly and without discrimination.
- We monitor the impact of this policy to ensure it aligns with our values of equality, diversity, and inclusion.
- Data related to disciplinary proceedings is handled in line with:
 - The UK GDPR
 - School of Coding's Data Protection Policy

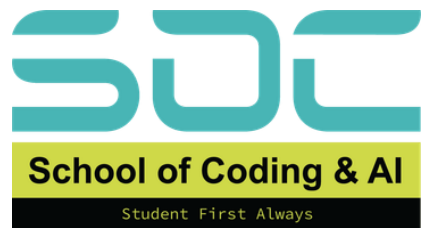
11. Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team for Higher Education, in consultation with:

- Student representatives
- Safeguarding leads

Reviews ensure:

- Compliance with OfS Conditions
- Alignment with sector best practice
- Robust internal quality assurance



Disciplinary Officers (Proctors Equivalent)

At School of Coding Higher Education, the duties comparable to those historically performed by the institution “Proctors” include:

- Enforcing disciplinary regulations
- Investigating complaints of breaches
- Summoning members of the institution to assist with inquiries
- Determining whether investigations are appropriate, considering:
 - Frivolous or vexatious complaints
 - Incidents older than six months
 - Whether another body (e.g. partner university, placement provider) is better placed to investigate

Failure to cooperate with a lawful investigation or inquiry may itself constitute misconduct under this policy.