

Student Behaviour and Code of Conduct



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1. Introduction

1.1 The ICMT is committed to being a safe, positive environment where everyone can achieve their very best and enjoy their experience. As members of the ICMT community, we expect all our students to behave well.

Students are therefore expected to:

- Show respect for persons and property within the ICMT's community.
- Behave in a way that does not interfere with the proper functioning or activities of the ICMT.
- Act in a sensitive, considerate and responsible manner at all times.

1.2 Discrimination, intolerance, and violence have no place at the ICMT. We recognise that we must state the conduct we expect. This Student Behaviour and Code of Conduct sets out our expectations and actions in response to misconduct.

1.3 We recognise that we have to balance our duty to ensure freedom of speech with our other legal duties, including having due regard to the need to eliminate discrimination, harassment, and victimisation, having due regard to the need to prevent people from being drawn into terrorism and taking steps to ensure the health, safety and wellbeing of staff, students and visitors. We will take all reasonable steps to ensure public order, prevent crime on our premises, ensure public safety, and protect the rights and freedoms of staff, students, and visitors.

2. Definitions

2.1 Good conduct

Understanding that you are a representative of the ICMT and should behave accordingly. You should act responsibly and honestly and behave courteously and respectfully towards others. It applies anywhere and at any time but is particularly important in the local community around the ICMT and whilst engaging in the ICMT activity.

2.2 Good Social Media Conduct

Ensuring that any activity you engage in using the internet, including social networking sites, blogs, or other web resources, refrains from causing offence and could not be regarded as bullying or harassment.

2.3 Misconduct

Unacceptable or improper behaviour. We have set out a list of examples of the types of behaviour that the ICMT considers unacceptable or improper in Appendix 1 (this is not an exhaustive list).

2.4 Student Charter

Further details the ICMT's values and its expectation of mutual respect, courtesy and integrity. Developed collaboratively by the ICMT students and staff.

3. How to be a successful student

3.1 To get the most out of your student experience, please ensure that you:

- Regularly check Microsoft Teams and your ICMT email account, as this is how we will communicate important information to you.
- Contact the main office or Student Services Manager if you have any particular needs or concerns that we can try to help with.
- Turn off any distractions whilst in class, such as phones.
- Attend all your classes on time, taking responsibility for being punctual.
- Take part in all forms of assessment relating to your course.
- Tell us about anything that may affect how you prepare, present or hand in your assignments.
- Make sure you have understood all assessment information, including deadlines, exam dates, and how you should present and hand in your assignments.
- Present written work in a word-processed format and correctly include all appropriate references.
- Hand in your assignments on time.
- Behave in a considerate way to others and the environment around you (for example, when eating, texting or talking).
- Read the student handbook (found in the Student Portal)
- Comply with our regulations.

- Understand the accepted methods of academic writing (including referencing).

4. Misconduct

1.1 In Appendix 1, we have set out a list of the types of behaviour that we consider unacceptable or improper. The examples are not exhaustive, and other unacceptable behaviours can lead to the ICMT taking action and/or imposing sanctions. The actions and/or sanctions below are illustrative only. The ICMT will consider any mitigating and aggravating factors when deciding on an action and/or sanction.

1.2 Factors considered may include (but are not limited to) discrimination, instances of previous misconduct, and mitigating circumstances occurring at the time of the alleged incident.

5. Raising concerns

1.3 If you are the victim of any of the behaviours identified in Appendix 1, you should contact a member of the Senior Management Team to report the incident(s).

6. Consequences of a breach

1.4 A breach of this code is likely to lead to disciplinary action. Information about disciplinarys can be found in the Student Disciplinary Procedure.

7. Criminal convictions

1.5 If you have criminal convictions, you should disclose them to the ICMT. We will consider the appropriate action per the Disclosure of Criminal Convictions Policy.

1.6 Applicants and students must notify the ICMT immediately of any criminal allegations and/or convictions. The Senior Management Team shall conduct a Risk Assessment to assess whether the ICMT can accommodate or continue to enrol a potential or enrolled student with a criminal conviction.

1.7 Failure to disclose a criminal conviction at any stage during the application, admissions or enrolment processes will result in offers being withdrawn or an enrolled student being subject to disciplinary procedures, which could result in withdrawal from the ICMT.

8. Code of conduct

This section outlines the ICMT's expectations of how students will conduct themselves whilst undertaking a course at the ICMT. This section also outlines the ICMT's responsibility and commitment to ensuring that the College is a safe and positive space where everyone feels able to achieve their best.

1.8 General

All students are expected to conduct themselves with due regard for their legal responsibility as adults and for the good name and reputation of the ICMT.

1.9 CCTV

The ICMT operates a CCTV system to protect staff, students, and public members. Signs are in place to indicate where these cameras are in use. In addition to being used to prevent and detect crime, CCTV footage may also be used in disciplinary proceedings.

1.10 Property

The ICMT property must not be removed from the ICMT without prior written permission. Students will be held liable for damage to the ICMT property and may be held responsible collectively for damage not traceable to an individual.

1.11 Drugs & Alcohol

The ICMT has zero tolerance for the usage and supply of illegal drugs. Students are reminded that possession of illegal drugs is a criminal offence and that possession with the intent to supply is a more severe offence.

The ICMT will inform the Police of any student using or possessing any illegal drug.

Students must report for studies and remain throughout the working day in a fit and safe condition to undertake their duties and not be under the adverse influence of alcohol.

Students must not consume alcohol, drugs or other intoxicating substances during their timetabled studies. Exceptions apply to drugs prescribed for the individual or over-the-counter medicines used for their intended purpose (following the instructions given by the prescriber, pharmacist or manufacturer) and where the safety of the individual or others is not compromised.

1.12 Smoking

Smoking is prohibited inside any building operated by the ICMT; this includes the use of e-cigarettes.

1.13 Recordings

The ICMT may capture teaching sessions that may be made available in different formats (e.g., podcasts, videos, etc.) accessible to enhance the teaching and learning process.

A student may only record teaching sessions with prior knowledge and express permission of the teacher. The recording must only be used for the student's personal use to assist them in pursuing their studies.

Recordings are not permitted for any other purpose and cannot be posted publicly with the prior knowledge and consent of the lecturer concerned.

Covert recording is not permitted.

The ICMT may make recordings of students for the purposes of assessment.

Recording of teaching sessions must be carried out in accordance with data protection legislation.

1.14 Care of personal property

The ICMT cannot under any circumstances accept responsibility for the loss or theft of private property left or lost on the ICMT premises.

Students who suffer a loss of, or damage to, their personal property should advise the Main Office and inform the Police. Students finding lost property should deliver it to the Main Office.

1.15 Health and Safety

Students must familiarise themselves with and observe all health and safety regulations whilst on the ICMT premises. This includes adhering to rules and regulations of premises not directly owned by the ICMT but by which it operates.

1.16 Noise

Please be mindful of noise volume, including music playing, especially around quieter areas such as offices and public areas.

1.17 Visitors

Any visitors brought to the ICMT must be approved beforehand by a senior staff member. Hosts shall be responsible for the conduct and safety of their guests.

9. Appendix 1

Misconduct regarding people

Conduct (including online) that causes or could cause physical or mental damage, harm, alarm or distress to others, including:

Disciplinary offence	Examples of unacceptable or improper behaviour	Examples of actions and/or sanctions
Physical misconduct or violent behaviour	• Punching. • Kicking. • Slapping. • Pulling hair. • Biting. • Fighting. • Hitting. • Pinching. • Pushing. • Shoving.	• Formal written warning. • Final written warning. • Expulsion. • Suspension. • Conditions of continuation. • Written apology.
Psychological or emotional mistreatment	• Pattern of behaviour undermining a person's sense of self-worth or self-esteem. • Constant criticism. • Diminishing a person's abilities. • Name-calling. • Controlling or coercive behaviour. • Repeatedly ignoring a fellow student or member of staff or subjecting them to unwelcome attention, intimidation, humiliation, ridicule or offence.	• Formal written warning. • Final written warning. • Suspension. • Conditions of continuation.
Sexual misconduct	• Engaging in a sexual act without consent.	• Expulsion. • Suspension.

	• Attempting to engage in sexual intercourse or a sexual act without consent. • Sharing, including by electronic means, private sexual materials of another person without consent. • Kissing without consent. • Touching people inappropriately without consent. • Sexual contact without consent. • Sexual exploitation – taking sexual advantage of another person for one's benefit or a third party without consent (e.g. voyeurism, recording a person engaged in sexual or intimate activity without their consent). • Inappropriately showing sexual organs to another person. • Making unwanted remarks of a sexual nature, including by electronic means. • Pressure for a dating, romantic or intimate relationship. • Unnecessary reference to parts of the body. • Inappropriate sexual innuendos or humour. • Obscene gestures.	• Conditions of continuation. • Formal warning. • Written apology.
Offensive or intimidating behaviour	• Making threats to hurt another person. • Abusive comments relating to an individual's gender, sexual orientation, religion or belief, race,	• Expulsion. • Suspension. • Conditions for continuation. • Formal warning.

	pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age. • Acting and/or speaking in an intimidating and hostile manner. • Ignoring, disparaging, or ridiculing a person because of mistaken assumptions about their capabilities, or making offensive reference to an individual's appearance, in the context of their disability. • Online harassment: intimidating, offensive, or graphic posts on social media platforms or communications by email, text, or instant messaging. • Acts of disturbance threatening the rights and privacy of any member of the ICMT, including the exercise of the right of freedom of speech within the law, whilst on the ICMT premises or engaged with the ICMT activity. • Use of inappropriate language. • Distributing or publishing a poster, notice, sign or any other matter which is offensive, intimidating, threatening, indecent or illegal. • Taking a photograph of a student, employee or visitor of the ICMT and distributing or publishing this image without permission for a malicious cause.	• Written apology.
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Obsessive or overtly attentive behaviour	• Following. • Watching. • Spying. • Checking electronic communications. • Putting others in fear of violence or fearing their safety (or the safety of a third party). • Causing a reasonable person to suffer substantial emotional distress. • Repeatedly following another person without good reason. • Giving unwanted gifts or objects to, or leaving unwanted items for a person. • Communicating with or about a person. • Repeatedly contacting another person)by phone, email, text, or on a social networking platform) against the wishes of the other person.	• Expulsion. • Suspension. • Conditions of continuation. • Formal apology. • Written apology.
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Misconduct regarding property

Disciplinary offence	Examples of unacceptable or improper behaviour	Examples of actions and/or sanctions
Damage to property	• Causing significant damage to or defacement of the ICMT property or the property of students, employees or visitors.	• Expulsion. • Suspension. • Conditions of continuation. • Compensation for damage caused.

	• Causing minor damage to the ICMT property or the property of students, employees or visitors. • Misappropriation, misuse or unauthorised use of the ICMT funds, assets or property.	• Formal warning. • Written apology.
Unauthorised taking or use of property	• Unauthorised entry onto or unauthorised use of the ICMT property. • Taking property belonging to another without permission or assisting/permitting others to do so. • Fraud, deceit, deception, theft, or dishonesty related to the ICMT, its staff, students, or visitors. • Misuse of the ICMT property (for example, computers).	• Expulsion. • Suspension. • Conditions of continuation. • Compensation for damage caused. • Formal warning. • Written apology.
Causing a health or safety concern	• Act/omission that caused or could have caused serious harm on the ICMT premises or during the ICMT activities (for example, tampering with fire extinguishers or possessing/supplying controlled drugs). • Act/omission that caused, or could have caused, a health and safety concern on the ICMT premises or during the ICMT activities (for example, smoking in non-designated areas).	• Expulsion. • Suspension. • Conditions of continuation. • Compensation for damage caused. • Formal warning. • Written apology.

Misconduct regarding the ICMT

Disciplinary offence	Examples of unacceptable or improper behaviour	Examples of actions and/or sanctions
Operational obstruction or disruption of the work of the ICMT and its members	• Act/omission/statement intended to deceive the ICMT (for example, submitting false/dishonest documents) • Deliberate or malicious disruption of the activities of the ICMT. • Deliberate or malicious disruption of the functions, duties or activities of any student, employee or visitor to the ICMT. • Misuse of email from an account of the ICMT or an account accessed via the ICMT network. • Improper interference with the activities of the ICMT (including academic, administrative, and social). • Improper interference with the functions, duties, or activities of any student, employee, or visitor to the ICMT. • Failure to disclose name and other relevant details to an officer or employee of the ICMT when reasonably requested. • Unfounded and malicious complaints brought against a member of the ICMT under the Student Complaints Procedure.	• Expulsion. • Suspension. • Conditions of continuation. • Compensation for damage caused. • Formal warning. • Written apology. • Fine.

Reputational damage	• Behaviour (including online) that caused or could have caused serious damage to the ICMT's reputation. • Behaviour (including online) that did damage or could have damaged the ICMT's reputation if action had not been taken to avoid the potential for reputational damage.	• Expulsion. • Suspension. • Conditions of continuation. • Formal warning • Written apology. • Fine.
Regulatory/Procedural Breach	• Behaviour that has breached another Regulation, Procedure or Policy of the ICMT (for example, the IT Acceptable Use Policy). • Failure to comply with a previously imposed penalty. • Breach of written undertaking.	• Expulsion. • Suspension. • Conditions of continuation. • Compensation for damage caused. • Formal warning. • Written apology. • Fine.

Document control

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