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Behavioural Code of Conduct Policy

STC Higher Education aims to promote good behaviour, discipline and respect. This policy aims to provide clear guidelines with regards to STC's expectations and approach to students' personal behaviour.

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1. INTRODUCTION

At STC we aim to provide a safe and caring environment to ensure that all individuals in our care are able to attain the best from their student experience with us. We view a diverse student body and workforce as being an asset to providing high-quality education. To have an orderly environment, and to ensure effective teaching and learning, STC expects all students to act in a responsible and respectful manner at all times.

2. BEHAVIOUR GUIDELINES

- Students are expected to adopt a good standard of personal appearance and to dress decently.
- The use of mobile phones is not permitted during classes, unless special permission is granted by the lecturer.
- The use of laptops during classes is to be restricted to academic purposes. Use of entertainment or social networking sites is prohibited during classes unless this is in some way part of the class.
- The use of earphones and any form of music players are strictly prohibited during classes.
- Students are expected to attend classes regularly and to be on time. All absences need to be justified. It is at the discretion of the administration whether students will be marked 'excused' or 'absent'. If a student is sent out of class by a lecturer, then they will be automatically marked as absent for that lesson. The minimum attendance requirement is 80%. STC reserves the right to prevent a student from sitting for an examination or from handing in an assignment should the attendance requirements not be met. In the case of Visa students, kindly note that failure to meet the minimum requirements will automatically result in the Visa being revoked. For more details refer to the Attendance Policy.
- In order to be 'excused', students are required to contact administration prior to the beginning of the lesson. Contact may be made either over the phone by calling 21453200 or via email using the student's official STC email address. Supporting documentation, such as medical certificates or plane tickets, may either be emailed or delivered in person. Notifying administration after the start of the scheduled lesson time will not be accepted and students will be marked as 'absent'. Whilst the educational institution is a multi-cultural environment, the student is required to attend lectures as scheduled. Special dispensation to miss lectures for religious, cultural or any other reason not directly related to a student's health will not be granted.
- Students are expected to be ready for their class at least five minutes before the scheduled class time. Students will be marked as late if they join the class after it has started, unless this lateness is justified. Students are also expected to be punctual returning to class after taking any breaks. Being on time is a sign of respect towards the lecturer and fellow classmates.
- Students are expected to complete all individual work and group work assigned in class or as homework to the best of their abilities. Students who do not work and/or who disturb others in class will be penalised according to the sanctions listed below, depending on the severity of the case.

3. UNACCEPTABLE BEHAVIOUR

The following is a list of examples of the type of behaviour that STC considers to be unacceptable. This list is not intended to be exhaustive and staff members reserve the right to impose a sanction in response to other forms of behaviour which they deem inappropriate and which are not listed hereunder. It is important to remember that behaviour that certain students may find to be acceptable may be deemed offensive by other members of the community.

Unacceptable behaviour includes:

- Disregard of any member of staff's instructions
- Disregard of school policies, rules and procedures
- Any form of disruption during classes
- Inappropriate language

- Inappropriate sexualised behaviour
- Vandalism
- Disposing of waste in an inappropriate manner
- Damage to or theft of property from STC, staff members or other students
- Any form of bullying including emotional, physical, racial, sexual and cyber-bullying
- Any form of harassment including inappropriate jokes, insults or name-calling, unwelcome physical contact and/or sexual advances, verbal or written abuse including anonymous communication, deliberate exclusion and online harassment
- Any form of violent or threatening behaviour
- Any form of discriminatory or intolerant behaviour
- Any form of behaviour that poses a danger or threat to the health, safety or well-being of any other person
- Possession of prohibited items, including weapons and illegal drugs
- Consumption of alcohol on school premises
- Turning up to class intoxicated as a result of alcohol or drug consumption
- Taking a photo or video of another student, staff member or visitor to STC without explicit permission
- Distributing, publishing or broadcasting any offensive, intimidating, threatening, indecent or illegal material, either in printed, digital or any other format
- Accessing or attempting to access any confidential material held in hard copy or soft copy by STC
- Malicious allegations against staff members or other students
- Any form of behaviour that brings STC into disrepute

4. SANCTIONS AND INTERVENTIONS

STC maintains the right to impose one or more of the following sanctions on students who are found responsible of inappropriate or unacceptable behaviour, depending on the severity of the case. This list should not be deemed exhaustive and each case will be dealt with on an individual basis. STC commits to using sanctions and interventions in a consistent and fair manner.

- A verbal reprimand
- Informal warning
- Sending a student out of class, in which case the student is always expected to report to the administration
- Communication with parents/guardians/sponsors
- Official written warning
- A written undertaking, indicating the conditions for the continuation of student status
- Compensation for loss, damage or injury
- Suspension or expulsion in the case of a serious breach or persistent breaches of STC's policies. Any suspensions will automatically be marked in the student's attendance record.