

CANTERBURY CHRIST CHURCH UNIVERSITY
CODE OF STUDENT PROFESSIONAL CONDUCT

2015

What is the purpose of the Code of Student Professional Conduct?

- 1 The purpose of the Code of Student Professional Conduct is to supplement the Student Disciplinary Procedures and establish a framework for dealing with breaches of conduct by students who are pursuing programmes leading to a professional qualification. The Code applies to all cases initiated after 1 January 2015.
- 2 Professional qualifications at Canterbury Christ Church University include, but are not limited to, programmes such as Childhood Studies, Clinical Psychology, Diagnostic Radiography, Nursing, Medical Imaging, Midwifery, Occupational Therapy, Operating Department Practice, Paramedic Science, Policing, Radiography, Social Work, Speech and Language Therapy and Teacher Training.

What is the Relationship between the Code and the Student Disciplinary Procedure?

- 3 The major principles that govern the basis of acceptable student conduct are set out in the Student Disciplinary Procedures. The following are the procedures to be followed in dealing with all cases of misconduct by students following professional programmes, and should be read in conjunction with the Student Disciplinary Procedure.
- 4 These procedures apply both to attendance at the University and to attachment on placement for professional practice.

What are the Stages in the Professional Conduct Process?

- 5 Any proposed action under the Code of Student Professional Conduct will follow the stages in the Student Disciplinary Procedure.
- 6 There is the following specific variation in the stages in the Framework for Student Procedures
 - 6.1 A student may be neutrally withdrawn from current or forthcoming professional activities pending the following of other appropriate procedures; the arrangements for this are set out below in paragraphs 12 to 14.
- 7 At the completion of each of the stages in the procedures where there is written communication, the student will be advised in writing of the means by which they may take the matter further, if they so wish.

What is the Definition of Misconduct in relation to Professional Conduct?

- 8 The definitions of misconduct set out in the Student Disciplinary Procedures apply fully to students pursuing programmes leading to a professional qualification.
- 9 Misconduct includes breaches of an agreed Code of Conduct set out by any of the regulating or advisory professional bodies and, more generally, students are required to conduct themselves in a manner appropriate to their particular profession.
- 10 Guidance about professional conduct is published internally for students by the respective University departments offering programmes leading to a professional qualification before the first professional practice placement.

What are the arrangements for Neutral Withdrawal by the University?

- 11 The withdrawal of a student from current or forthcoming professional activities is deemed a 'neutral' action pending the following of other appropriate procedures.
- 12 A Pro Vice-Chancellor, Dean of Faculty, Head of School or Head of Department may initiate the immediate neutral withdrawal of a student from current or forthcoming professional activities and/or University attendance.

What are the Arrangements for the Immediate Removal of the Student in Cases of Serious or Serious Misconduct while on Professional Placement/Practice by a Senior Manager?

- 13 A senior manager in a hospital, a school, college or any other form of placement may require the immediate neutral withdrawal of the student from the placement.
- 14 In the event that serious professional misconduct is alleged, such that the immediate withdrawal of the student is deemed necessary (where the student is not an employee of placement), the appropriate senior manager in the placement will, as soon as is practicable, report details of the action, together with the reasons, to the respective Dean of Faculty or Head of School. The student will also be subject to disciplinary action, as appropriate, under the Student Disciplinary Procedures.
- 15 The Procedure is also to be followed in all cases where a student is accused of serious professional misconduct in the capacity of employee, where the circumstances leading to the student's removal are related to any form of professional or academic work associated with a programme of study at the University. In such cases, the University is obliged to inform the employer of the decision of any disciplinary action taken by the University.

How does the Code Extend to Conduct during Attachment to Placement for Professional Placement/Practice?

- 16 The Code extends to the conduct and demeanour of all students on attachment outside University premises, including those on placement or undertaking professional practice.
- 17 Action may be taken against a student whose conduct fails to meet standards demanded by particular professions. Such action may also include the neutral withdrawal of the student from a placement, as set out above, on the following grounds:

- 17.1 where the student on professional placement/practice is accused of an act of misconduct as set out in the Student Disciplinary Procedures, excepting that the phrase 'placement' replaces the word 'University' where applicable;
- 17.2 where the student is found to be in breach of the regulations and practice of the placement provider. Examples of such breaches, which do not constitute an exhaustive list, would be:
- a) where the student fails to comply with a code of conduct;
 - b) where the student repeatedly absents him/herself without satisfactory notice and explanation;
 - c) where the student fails to meet standards of presentation or hygiene stipulated by placement;
 - d) where criminal investigations are initiated into a matter that affects the professional suitability of the student.
- 17.3 where the student is rendered unsuitable and/or unsafe for professional practice due to a state of mind or health, in which case the University reserves the right to refer students for Occupational Health assessment before any recommencement of study can be considered;
- 17.4 where it is alleged that the student has falsified documents relating to assessment, or any other matter under the jurisdiction of the University and/or placement.

When will the University seek Advice from Regulating or Advisory Professional Bodies?

- 18 In certain cases of serious misconduct, the University reserves the right to seek advice and/or opinion from any recognised professional body without prejudice to the student concerned. In any advice and/or opinion sought, the University will seek to protect the student's identity from disclosure.

What are the Arrangements for Students Accused of Misconduct at the University Funded by Employers for the Purpose of Obtaining a Professional Qualification?

- 19 Where a student in employment is accused of misconduct in terms of the Student Disciplinary Procedures, the University reserves the right to inform the employer and provide details of the case if requested by the employer.
- 20 Where alleged misconduct occurs at a student's place of work, but not when undertaking a University approved and authorised professional supervision or engaged in University related academic work, the University will await the outcome of any disciplinary procedures instituted by an employer before considering the appropriateness of any further action. In cases of serious misconduct, the University may, under the Student Disciplinary Procedures, suspend the student from the programme, and/or exclude the

student from the use of the University premises or facilities, for the period of the employer's investigation and until an outcome is known.

- 21 In circumstances where criminal allegations are made against a student at an institution where the student is an employee, and where the employer's disciplinary procedure is invoked, the University may request information about the allegations, and outcome of any criminal and/or disciplinary proceedings in cases where the employer is obligated to disclose information e.g. where the misconduct is related to any University work or any professional code of conduct. Should such misconduct be subject to Criminal Prosecution and penalty, the University reserves the right to seek advice from appropriate regulatory or advisory professional bodies as to the suitability of a student continuing any programme of study leading to a professional or further professional qualification. The Pro Vice-Chancellor, Dean of Faculty or Head of School may decide under the Student Disciplinary Procedures whether any further action is taken against the student.