



Student Code of Conduct

LOCAL POLICY

Scope of Policy:	All Students
Policy Owner:	Head of Learner Success
Date of Initial Approval:	14/09/2021
Approved By:	Strategic Leadership Team
Status:	Current
Most Recent Publication Date:	28/07/2026
Equality Screening Date:	09/01/2017
Policy Review Date:	29/06/2027

Belfast Metropolitan College ['Belfast Met'] is committed to providing publications that are accessible to all. To request additional copies of this publication in a different format please contact:

Corporate Development

Belfast Metropolitan College
Shared Services Centre
398 Springfield Road
Belfast. BT12 7DU

This document is only valid on the day it was printed. The master and control version of this document will remain with Corporate Development. Amended and approved versions of the policy must be sent to Corporate Development once approved. Final versions will be posted on the intranet by Corporate Development.

© Belfast Metropolitan College 5/10/16

You are welcome to copy this publication for your own use. Otherwise, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, optical, photocopying, recording or otherwise, without prior written permission of the copyright owner.

Further Information

For further information about the content of this policy please contact:

Department of Learner Success – Room 2:020

Belfast Metropolitan College
Titanic Quarter Campus
7 Queens Road
Belfast
BT3 9DT

Policy Compliance details:-

Compliance with Equality Legislation.

PLEASE NOTE: Policies must be equality screened before being submitted to SLT and Trade Unions:-

Equality Screening Date:	09/01/2017
Equality Screening Outcome:	Screened Out
Sector or Local Screening:	Local Screening
Consultation Date (if applicable):	Not Applicable
Equality Impact Assessment (EQIA) Date (if applicable):	Not Applicable
EQIA Key Outcomes:	Not Applicable

Document History

Version Number	Author	Amendments/Updates	Date
1.0	Learner Success	A cross college working group reviewed the College's Student Code of Conduct documentation.	10/02/2017
2.0	Learner Success	Amended to ensure clarity with respect to student misconduct, breaking down the misconduct into subsets for ease of use.	21/01/2019
3.0	Learner Success	Policy transferred to new format.	04/02/2019
4.0	Learner Success	Policy updated to reflect updates to the Student Disciplinary Policy.	18/04/2019
5.0	Learner Success	Policy updated to reflect minor updates to the Student Disciplinary Policy; addition of a new academic misconduct element around failure to submit work in a timely manner.	21/11/2019
6.0	Learner Success	Policy updated to extended IT misconduct to include: Sharing of your college network password, permitting anyone outside the class group to access or participate in your online lesson, or facilitate anyone else access to your online teaching delivery/materials without explicit authorisation from Designated College Staff to do so.	14/1/21
7.0	Learner Success	Policy updated to include OfS statement of expectations for preventing and addressing harassment and sexual misconduct affecting students. 3.1: 4 th and 8 th Bullet point. 3.10 new section	11/5/21
8.0	Learner Success	Page 6 updated to include image of the "Learning the Met Way".	22/8/22
9.0	Learner Success	Behavioural Misconduct updated to reinforce Belfast Met's policy against engaging in sexual activities on campus premises.	11/3/24
9.0	Head of Learner Success	Policy review with no changes	30/6/2025
10.0	Pastoral Care Manager	Policy reviewed and language simplified throughout; reference made in relevant places to application of the Code in off-campus areas; amendment of general misconduct examples relating to student off-campus antisocial behaviour follow-up.	02/07/2026

Table outlining changes to policy and dates made

Distribution

This document has been distributed as follows:

Name	Date
Trade Union	N/A
Strategic Leadership Team	15 September 2021
Published to intranet by Corporate Development	Apr 2019; Nov 2019, Jan 2021; May 2021; Aug 2022; March 2024; June 2025; July 2026

Table outlining who has approved and when

Contents

1. Purpose and scope of this policy	6
2. Obligations of students	7
3. Misconduct.....	9
4. Complaints	11

1. Purpose and scope of this policy

The following guidelines are intended to create a College environment which enables all students to succeed in safe and friendly surroundings. Our neighbours and work placement providers are also part of the larger College community, and they deserve the same respect.

- Belfast Metropolitan College ('Belfast Met') aims to provide a safe, inclusive, disciplined and healthy environment for all students, staff and visitors. The College also aims to protect its interests and reputation from the unsatisfactory conduct of students.
- In support of these objectives, Belfast Met has published this Student Code of Conduct (the 'Code') which sets out the required standard of behaviour expected of all students
- The Code applies to all Belfast Met students from the moment of enrolment through to completion of their course of study, irrespective of their mode or location of attendance. It applies to students when they are on campus, off campus at official College events, on placements, or in their place of employment, or living in accommodation as a student of Belfast Met.

2. Obligations of students



Learning The Met Way

Belfast Metropolitan College is committed to being the "College of Choice" for learners and to ensuring that all learners display the College CARE values; Collaboration, Ambition, Respect and Excellence. Learning the Met Way embodies the skills, abilities and attitudes required for successful learning at the College and for your future.

Live Our Values

Collaboration

Ambition

Respect

Excellence

Collaboration



- I will work with fellow students and staff to support everyone's learning.
- I will support others in my class when I can.
- I will ask for support when I need it.
- I will be a positive member of the Belfast Met learning community.

Ambition



- I will set goals for my learning and review them regularly.
- I will work independently to the best of my ability.
- I will develop and maintain positive study habits.
- I will give my best in every learning activity.

Respect



- I will attend all my classes and be on time.
- I will treat all staff, students and other college visitors with respect.
- I will treat college property and premises with respect.
- I will respect the learning of others at all times.

Excellence



- I will push myself to do the best that I can in everything I do.
- I will use feedback from my tutors and others to improve.
- I will accept that setbacks happen and will continue to work hard.
- I will try new ways of learning to help me succeed on my course.

Students must –

- Read the Code during induction, or after any in-year update, and demonstrate the required standard of behaviour at all times.
- Be respectful, polite and courteous to all staff, students, visitors, employers and neighbours.
- Respect differences in relation to gender, nationality, ethnicity, disability, sexual orientation, religious belief, age, political opinion, dependant status or marital status.
- Respect and take reasonable care of the property of the College, its staff, students or visitors.
- Carry their student identity card at all times while on College premises or on business or activities connected with the College.
- Familiarise themselves with and comply with all relevant [College policies](#).
- Drive safely while on College premises and observe speed limits and local instructions about disabled or reserved parking spaces.
- Maintain satisfactory standards of academic performance as set by their Class Lecturer(s).
- Not use mobile technology in class without the permission of their Class Lecturer(s).
- Not wear symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, as they have the potential to cause disharmony.
- Not take food or drink into classrooms or other prohibited areas.
- Not bring animals on to College premises, with the exception of assistance dogs.
- Not smoke or vape within any part of the campus.
- Avoid causing a noise nuisance of any kind, e.g., shouting, mobile telephones, music players (including in-car equipment) or car horns.
- Avoid any antisocial behaviour in the neighbourhood of the College, enroute to or from the College, or when living in accommodation as a student of Belfast Met.
- Consider remote learning an extension of the classroom environment and behave appropriately by:
 - Being on time.
 - Addressing your tutor and peers appropriately, patiently and respectfully
 - Remaining attentive and interactive during sessions
 - Not using mobile phones or similar internet-capable devices during class without permission
 - Taking part in online learning sessions from a suitable environment free from unnecessary distractions, ideally not a bedroom.

3. Misconduct

Any proven breach of the Code may lead to disciplinary action. Disciplinary action may lead, in the case of serious or repeated breaches, to dismissal from the College.

The mechanism for dealing with alleged breaches of the Student Code of Conduct is the College's Student Disciplinary Policy.

The following is a non-exhaustive list of examples of misconduct on College property or whilst taking part in any College activity elsewhere.

3.1 Abusive Misconduct

- Behaving in a violent, indecent, disorderly, threatening, antisocial or offensive manner, or using offensive language.
- Behaving in a manner likely to cause injury or a risk of injury to health and safety.
- Behaving in a manner amounting to, or likely to amount to, bullying, harassment or differential treatment of any kind, via any method. This includes unwanted behaviour or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for someone. That behaviour or conduct may, or may not, be because of any of the following protected characteristics: gender, nationality, ethnicity, disability, sexual orientation, religious belief, age, political opinion, dependant status or marital status.
- Any type of abuse, stalking or any incidents of verbal or physical violence towards another person.
- Making, publishing or broadcasting any statement or any information or opinion (including verbally, in writing, by images, by sign or by other visible representation) which is prejudicial, threatening, abusive, insulting or offensive, or which constitutes harassment or makes others fear violence.
- Making or distributing photographic, video or audio recordings of staff, students or visitors of the College, or of employers or customers, without their permission.
- Creating, making, possessing, storing, sharing or distributing unauthorised video, digital or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.
- Any sexual act or contact of a sexual nature that occurs without the consent of the other person, or that occurs when the person is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. This includes, but is not limited to, online or video voyeurism, violence of a sexual nature, sexual abuse, unwanted sexual contact, and obtaining, posting or disclosing intimate descriptions, photos or videos without the express consent of the other individual.

3.2 Academic Misconduct

- Any type of cheating carried out to receive course credit or a higher grade, or to avoid a lower grade, misrepresenting their knowledge and abilities.
- Forgery, falsification or misuse of the College's name or of any College record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or College administrative function or service.
- Breach of copyright, plagiarism (including unattributed use of Artificial Intelligence), copying the work of others or any other type of cheating in any form of College work, tests or examinations.
- Failure to submit work in a timely manner without prior approval or acceptable explanation.

3.3 Attendance and Punctuality Misconduct

- Poor or inconsistent attendance in class, a module, programme, placement, place of employment and/or additional classes.
- Poor punctuality with respect to classes, a module, programme, placement, place of employment and/or additional classes.

3.4 Behavioural Misconduct

- Smoking or vaping anywhere on campus.
- Possession, use, consumption, sharing or distribution of legal or illegal substances, including the distribution, use or possession of prescription medications contrary to a valid prescription, either on College property or whilst taking part in any College activity elsewhere.
- Being in possession, either on College property or whilst taking part in any College activity elsewhere, of any 'weapon', defined as being '*any article made or adapted for use to cause injury to the person, or intended by the person having it with them for such use*'.
- Being in possession, either on College property or whilst taking part in any College activity elsewhere, of alcohol, except where permission has expressly been given in writing in advance by the relevant Director.
- Gambling, either on College property or whilst taking part in any College activity elsewhere.
- Disposing of litter inappropriately anywhere on campus.
- Off-campus antisocial behaviour, including noise complaints, or criminal behaviour which causes reputational damage to the College.
- Engaging in sexual activities, either on College property or whilst taking part in any College activity elsewhere. This includes, but is not limited to, intercourse, oral sex and public displays of affection of a sexual nature.
- Lewd, indecent or obscene conduct, including nudity or sexually explicit behaviour, that would reasonably be offensive to others, either on College property or whilst taking part in any College activity elsewhere.

3.5 Disorderly Misconduct

- Causing damage to, or defacement, misappropriation or unauthorised use or misuse of, any property or equipment belonging to the College.
- Obstructing or disrupting any lecture, class, instruction, laboratory work, examination, meeting or other function (including social or sporting activities) authorised by the College, either on campus or elsewhere.
- Obstructing or disrupting the conduct of the administrative work of the College or its public or official functions, activities or legal duties.
- Preventing any employee, student or visitor of the College from carrying out any activity or business to which they are lawfully entitled, or obstructing their entry to, or exit from, the College.

3.6 Fraudulent Misconduct

- Failure to provide the relevant information required by the College's Student Criminal Convictions Disclosure Policy.
- Stealing or otherwise obtaining any property, money or advantage by deception.
- Altering, falsifying or otherwise misrepresenting documents relating to any College staff, student, employer or visitor.

3.7 General Misconduct

- Failing to comply with College policies.
- Failure to co-operate with the College's disciplinary authorities.
- Assisting, encouraging, inciting or conspiring with others to commit any breach of this Code.
- Failing to comply with the reasonable instruction of any College staff, employer or placement provider, or of staff managing any authorised College event elsewhere.
- Failing to disclose name and other relevant details or to show a student identity card upon reasonable request.
- Refusing to make any payment due to the College.
- Refusing to make any payment, or to comply with any direction or restriction (subject to any right of appeal applicable) imposed in respect of the use of Library facilities.
- Making false, frivolous, malicious, mischievous or vexatious complaints.
- Wearing symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, e.g. Celtic or Rangers kit.

3.8 Health and Safety Misconduct

- Interfering with any mechanical, electrical or other property, services or installations within the College.

- Tampering with, or unapproved activation of, any safety equipment and/or warning system.
- Setting or causing a fire.
- Engaging in any kind of dangerous activity.
- Operating a vehicle or machinery or using tools whilst under the influence of drugs/alcohol.

3.9 IT, Internet and Social Media Misconduct

- Unauthorised access to, or use of, a computer, computer system, network, software or data.
- Alterations of computer equipment, software, network or data.
- Failing to comply with laws, license agreements and contracts governing network, software and hardware use.
- Using the College's computing resources for prohibited activities.
- Breach of the College's IT Acceptable Usage Policy.
- Misuse of social media, leading to reputational damage to the College, staff, students, employers or placement providers.
- Use of College facilities to create, display, produce, store, circulate or transmit obscene or pornographic material, or any material which may be deemed offensive in any form or medium.
- Sharing your College network password, or allowing anyone outside the class group to access or participate in your online lesson or to access your online teaching materials without explicit authorisation from designated College staff.

3.10 Sexual Misconduct

The list of examples of sexual misconduct below is not exhaustive.

- Sexual abuse.
- Sexual harassment.
- Conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment.
- Sexual assault.
- Rape.
- Unwanted sexual advances.
- Intimidation, or promising resources or benefits in return for sexual favours.
- Distributing explicit images or video footage of an individual without their consent.

4. Complaints

It is hoped that we will be able to resolve any complaint through the complaints procedure. If the customer remains dissatisfied with the outcome, they have the right to raise the matter with the Northern Ireland Ombudsman's Office (in his/her role as Commissioner for Complaints).

The customer can complain to the Ombudsman; however, the Ombudsman will normally only consider a complaint after it has been managed in accordance with the College's Customer Complaints Policy.

Contact details for the Ombudsman are:

Northern Ireland Public Services Ombudsman
 Progressive House
 33 Wellington Place
 Belfast
 BT1 6HN