

LEAPS Summer School - Code of Student Conduct

Purpose

We hope that every student on the LEAPS Summer School will benefit from the opportunity to study at first year university level, develop their academic skills and experience student life over our 7 week programme. However, this can only be achieved within a framework of mutual trust and confidence between staff and students and in an environment where everyone respects the rights of other people.

This Code of Student Conduct states what expectations LEAPS has for student conduct, outlines examples of misconduct and states how LEAPS will handle such misconduct. It also outlines responsibilities and actions for staff who investigate alleged misconduct and who apply disciplinary procedures and penalties.

Scope

The Code of Student Conduct applies to all students on the LEAPS Summer School. It also applies to;

- activities which take place on the university campuses of the University of Edinburgh, Heriot Watt University and Edinburgh Napier University including areas such as Libraries, Student Unions, Computer Suites, Sports Facilities, Laboratories and Student Accommodation.
- Any external field trips or social events which are offered as part of the Summer School.
- Activities which take place during the 7 weeks of the Summer School Programme from 1st June to 20th July 2018. Please note LEAPS reserves the right to investigate any instances of student misconduct which take place out of normal summer school hours (Monday- Friday, 9-5pm) or following the end of the Summer School on 20th July 2018
- Any activity not covered by the above points which is believed to adversely affect the safety, interests or reputation of the LEAPS Summer School, its students and staff.

Student Code of Conduct

All LEAPS Summer School Students are required to conduct themselves in a responsible manner in their day to day classes and activities at Summer School. Students must respect the rights and views of other students and staff at all times.

The following list, although not exhaustive, provides examples of the kinds of student misconduct which is regarded as being in breach of the Student Code of Conduct and would result in further investigation by LEAPS and possible disciplinary action. These examples of misconduct could take place on the premises of the university campuses listed above, online, by email/text or using social media.

- Engaging in an act that will, or is likely to, disrupt teaching, study, administrative work or any social activity as part of the LEAPS Summer School or any other activity on university campus.
- Behave in a way that is likely to endanger the safety of a student or member of staff who is taking part in the LEAPS Summer School or any other activity on university campus.

- Damage, deface, steal or misappropriate the property of LEAPS, the property of any of the universities listed above or the property of any other person.
- Expressing violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically) which brings the LEAPS Summer School into disrepute.
- Fraud, deceit, falsification of documents, deception or dishonest behaviour in relation to the Summer School, its staff or any other person.
- Harassing, victimising or discriminating against any person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, colour or socio-economic background.
- Failing to comply with any university rule, regulation or policy including any university computing regulations as explained at the Summer School Induction.
- Assessment offences, including plagiarism or making use of any unfair means in any summer school assessment or assisting another student(s) to do so.
- If a residential student breaches the conditions of their lease while in university accommodation.
- Alcohol must not be brought onto Summer School premises or consumed during the normal hours of Summer School (Monday-Friday, 9-5pm). The purchase/supply/possession and or use of any illegal substances is a breach of the Student Code of Conduct. Furthermore any illegal activities will be referred to the Police.
- Making false, frivolous, malicious or vexatious complaints.

Process

If a breach of the Student Code of Conduct is suspected then the following process should be followed;

- The process for reporting a breach of the Student Code of Conduct is to submit a statement in writing to the LEAPS office as soon as possible. This could be sent by email to leaps@ed.ac.uk or by reporting it to a member of staff in the LEAPS office. The Summer School Manager will investigate the complaint as a matter of urgency.
- The Summer School Manager will then gather evidence from the person who has submitted the statement and from the student against whom the complaint is directed. This may involve students/staff concerned attending a meeting. This meeting would be chaired by the Summer School Manager but would also involve at least one other member of the LEAPS student support team. The person against whom a complaint has been made has the opportunity to bring a companion with them to this meeting. They are asked to observe but may be invited to contribute by the Summer School Manager. At the meeting the student(s) will be asked to give their version of events.
- The Summer School Manager is responsible for ensuring the meeting is properly documented. Following the meeting the Summer School Manager will consider all the evidence and will decide whether any disciplinary action will be taken. They will notify the student by email of the decision within 7 working days* (please see notes at end of document). The student concerned is required to acknowledge receipt of this email within 24 hours of receiving it.

- If the complaint is minor the Summer School Manager may issue a verbal warning and/or the matter may be referred to a Student Support member of staff who will aim to resolve the matter informally. The student will not receive written confirmation of any decision reached/action to be taken in this instance.
- If the matter is not resolved following the meeting or is considered more serious it will be referred to the Director of LEAPS. The Director will then consider all the evidence and decide whether any disciplinary action will be taken. He will notify the student, by email, of the decision within 7 working days* (please see notes at end of document). The student concerned is required to acknowledge receipt of this email within 24 hours of receiving it.

Possible disciplinary action resulting from student misconduct

Any or any combination of the following penalties may be imposed by the Summer School Manager or LEAPS Director for students who breach the Code of Student Conduct.

- A verbal warning
- A written warning
- A fine
- Require the student to make good in whole or in part the cost of any damage caused.
- Suspension of specified privileges for a specified period for example from the library, sports facilities or from attending any future social events offered by LEAPS
- Impose an academic penalty in the case of an academic offence
- Rescind the result of an assessment for academic misconduct offences
- Require the student to write an approved apology to any wronged party
- Withdrawal of student from one or more subjects at Summer School for the remainder of Summer School.
- Withdrawal of student from the Summer School Programme for the remainder of Summer School.
- Terminate the occupancy of the student's university accommodation. The notice period given to the student will be decided by the Summer school Manager in consultation with Accommodation Services at the University of Edinburgh

LEAPS reserves the right to include details of any of the above disciplinary action in a student's final Summer School report which is sent to the universities that the student is holding an offer with.

Appeals

Students may appeal against the outcome of a disciplinary procedure. All appeals must be made in writing by email to the Director of LEAPS within 7 working days * (please see notes at end of document) of receipt of the written decision to take disciplinary action.

An appeals committee will be set up and chaired by the LEAPS Director and will also include the LEAPS Business Manager and a member of the LEAPS Student Support team.

The Director of LEAPS is responsible for ensuring the procedure is properly documented and the decision recorded and will inform the student in writing, by email, of the decision within 7 working days of LEAPS receiving notification of the appeal in writing.

The student concerned is required to acknowledge receipt of this email within 24 hours of receiving it.

Notes

*The Student Code of Conduct refers to a period of time within which LEAPS will respond to students to advise them of a decision following a complaint and/or appeal. This length of time is 7 working days. However in situations where the relevant member(s) of staff are absent from work the student will be advised of alternative member(s) of staff who will deal with a complaint or appeal. Alternatively the student may be advised of a revised timescale to receive a decision from LEAPS following a complaint or appeal.

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