

CONDUCT AND DISCIPLINE POLICY AND PROCEDURE

PREAMBLE

Metanoia adopts a management style which:

- Respects individuals and minimises hierarchy;
- Invites, whenever possible, those affected by decisions to participate in making them;
- Provides access to all information (except where it is confidential to an individual);
- Is clearly structured and reflects well-maintained boundaries;
- Encourages self-responsibility and the development of competence;
- Seeks simultaneously to hold relationships, feelings and process on the one hand and conventional management activities on the other.

Metanoia's aim is to ensure that all students are treated with respect and courtesy and, in return, treat with respect and courtesy other members of the Metanoia community (including their peers, other students, tutors, staff, the general public and anyone else within Metanoia). Metanoia students are ambassadors for Metanoia, who are sensitive to our culturally diverse environment and profession.

This policy is intended to provide fair and open procedures to maintain student conduct and behaviour while enrolled with Metanoia. The policy is made available to all students at the commencement of their studies at Metanoia Institute.

The policy will be used to protect the right of all students to pursue argument, discussion and activities proper to their study. Students are encouraged, with the support of Metanoia, to engage actively in the learning process and to be fully committed to their studies. All students are encouraged to participate in debate and a wide range of activities, whether this is directly related to their own study programmes or to matters of wider community and public interest. Equally, all students are expected to respect the rights of others to study, to work, and to participate freely in the life of the institution.

The policy is set out in clear stages to provide a guide to students. Except in the case of serious offences, the penalties are intended to operate as a series of warnings, with the authority to suspend or expel a student from Metanoia being reserved to a member of the Management Committee (normally the Chief Executive or the relevant Head of Department). It is the intention of this policy to encourage the development of mutual respect between staff and students. To this end it is important that students exercise their rights responsibly and with respect for others, and so contribute to the orderly running of the Institute as a whole.

RULES ON CONDUCT AND DISCIPLINE

The following policy concerns the conduct and discipline of students. Action taken under this Policy will supersede any action taken under any other rules relating to the conduct of those enrolled with Metanoia.

1. GENERAL REGULATIONS

- 1.1. Students candidates are accepted subject to their signed contract, as part of the enrolment process each year, which includes confirmation that they have complied with the terms of the Criminal Records Policy.
- 1.2. Students will observe all lawful regulations or directions in relation to their attendance and their studies which may be made or given by staff of Metanoia.
- 1.3. Students will observe all lawful regulations or directions in relation to the effective organisation and management of Metanoia, which may be made or given by staff of Metanoia acting by authority of the Board of Trustees (for example, regulations or directions in relation to safety, the use of the library, the use of facilities).
- 1.4. Students will inform Metanoia of their home address, telephone number and email address, and will inform them within seven days of any change to those details.

2. DEFINITION OF MISCONDUCT

Please note:

- 1.1 Specific procedures exist already for dealing with the following matters. These are:
 - appeals against Assessment Board
 - alleged harassment;
 - alleged inequality of opportunity; and

Conduct which constitutes a criminal offence will be considered under Metanoia Institute's Criminal Records Policy and Procedural Guidance on the Assessment and Acceptance of Students who have Criminal Records.

The following will constitute misconduct

- 2.1. Disruption of, or improper interference with, the academic, administrative, social or other activities of Metanoia, whether on Metanoia premises or elsewhere;
- 2.2. Obstruction of, or improper interference with, the functions, duties or activities of any staff or student of Metanoia or any contractor or visitor to Metanoia;
- 2.3. Violent, indecent, disorderly, threatening, obstructive, defamatory or offensive behaviour or language whilst on Metanoia premises or engaged in any Metanoia activity, taking account of attitude and context.
- 2.4. Fraud, deceit, deception or dishonesty in relation to Metanoia or its staff or students or in connection with holding any office in Metanoia or in relation to being a student of Metanoia;
- 2.5. Attempted fraud, deceit, deception or dishonesty in relation to Metanoia or its staff or students or in connection with holding any office in Metanoia or in relation to being a student of Metanoia;
- 2.6. Action which causes or is likely to cause injury or impair safety on Metanoia premises;
- 2.7. Breach of the provisions of Metanoia policies, as detailed on the Metanoia website.
- 2.8. Damage to, or defacement of, Metanoia or associated property or the property of other members of the Metanoia community caused intentionally or recklessly or by negligence, and/or misappropriation of such property;

- 2.9. Misuse or unauthorised use of Metanoia premises or items of property, including computer/IT misuse;
- 2.10. Behaviour which brings Metanoia into disrepute;
- 2.11. Behaviour which brings the profession into disrepute;
- 2.12. Any conduct which renders that student a person not fit to be admitted to the register of a professional body and practise the profession of psychological therapy.
- 2.13. Failure to disclose name and/or other relevant details to an officer or employee of Metanoia or its contractors in circumstances when it is reasonable to require that such information be given.
- 2.14. Failure to comply with a previously-imposed warning under this Code or any other Policies, Codes, Rules and Regulations of Metanoia.
- 2.15. The deliberate false activation of a fire or panic alarm.
- 2.16. The conduct covered in this section will constitute misconduct if it takes place on Metanoia property or premises or elsewhere if the student concerned was involved in a Metanoia activity, was representing Metanoia or was present at that place by virtue of his or her status as a student of Metanoia, including any clinical placement or supervision.
- 2.17. It will also constitute misconduct in any location whatsoever if the actions bring the good name of Metanoia or the profession of psychological therapy into disrepute.

This list is intended as a guide and is not exhaustive.

3. CONSIDERATION OF MISCONDUCT - WARNINGS

Where students engage in any activity which may constitute misconduct under this policy the following procedures will apply.

- 3.1. Where issues concerning conduct and behaviour arise in the day to day running of Metanoia, it is hoped that these issues will be resolved by the primary tutor/Head of Department
- 3.2. A verbal warning may be issued by the primary tutor/Head of Department and the student informed that a note regarding the fact that a verbal warning has been issued will be placed on the student's file.
- 3.3. Where issues concerning conduct and behaviour arise after a verbal warning has been issued, the issue should be drawn to the attention of the Head of Central Services who will issue a written warning. A note that a written warning has been issued will be placed on the student's file.
- 3.4. Where issues concerning conduct and behaviour arise after a written warning has been issued, the issue should be drawn to the attention of the Head of Central Services and the student informed that this will happen.
- 3.5. The Head of Central Services will convene a Conduct Panel consisting of the primary tutor/Head of Department and two other members of the Management Committee who will consider the gravity of the misconduct and will determine whether:
 - 3.3.1 further action is necessary;
 - 3.3.2 to issue a written warning;
 - 3.3.3 to impose a charge in cases of damage or loss;
 - 3.3.4. to deal with the student/candidate concerned by setting up an appropriate disciplinary meeting, where the Head of Department will have authority to take any action listed within this section. Should the student/candidate fail,

after reasonable notice, to attend such a hearing, the meeting may proceed to take any action listed within this section;

- 3.3.5 to expel, exclude or suspend the student/candidate;
- 3.4. Where a matter may involve students who cannot be clearly identified or in cases which may not be connected with the student's training programme, the Management Committee may nominate a Head of Department to lead a disciplinary investigation.
- 3.5. The Conduct Panel will consider reported misconduct and determine whether to:
 - 3.5.1. order the making good or restitution of damage or loss; and/or,
 - 3.5.2. expel, exclude or suspend the student.
- 3.6. Students who are the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of a police investigation may be suspended or excluded by the Management Committee pending a Conduct Panel or a trial.

4. DEFINITIONS

- 4.1. (a) 'Suspension' normally refers to a total prohibition on attendance at or access to Metanoia and on any participation in Metanoia activities but it may be subject to qualification, such as permission to attend for the purpose of assessment.
- (b) 'Exclusion' involves selective restriction on attendance at or access to Metanoia or prohibition on exercising the functions or duties of any office or committee membership in Metanoia, the exact details to be specified in writing.
- (c) 'Expulsion' involves the permanent withdrawal of the student from all activities concerned with Metanoia.
- 4.2. An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
- 4.3. No student will be suspended, excluded or expelled unless he or she has been given an opportunity to make representations in person to the Conduct Panel. Where for any reason it appears to the Conduct Panel that it is not possible for the student to attend in person, he or she will be allowed to make written representations.
- 4.4. Where the case is judged to be one of great urgency the Chief Executive Officer will be empowered to suspend or exclude a student with immediate effect provided that opportunities mentioned in paragraph 4.3 are subsequently given and the matter reviewed within five weekdays.
- 4.5. Suspension or exclusion will be reviewed in the light of any developments and of any representations made by the student or anyone else on their behalf.
- 4.6. Any breach of an order of suspension or exclusion may lead to further disciplinary action.

PROCEDURES

At all stages save under 4.4, the student will have the right to be present while evidence is being heard by the Conduct Panel and before the facts are heard to receive copies of all documentary evidence to be heard, and to be accompanied by a friend but will not normally be legally represented.

5. ACCUMULATION OF RECORDED WARNINGS

5.1. WARNING POINTS SYSTEM

- 5.1.1 Where a student's behaviour is being considered by the primary tutor/Head of Department, then warning points may be recorded according to the seriousness and nature of the behaviour.
- 5.1.2 Offences, for the purpose of warnings, fall into different levels of seriousness classified on a four point scale: minor ; serious;grave;suspension/expulsion.
- 5.1.3. A guide to the type of warning which might be issued is provided in the annexed table. However this is only a guide and it is expected that the primary tutor/Head of Department will use their discretion and take into account the individual circumstances of each offence and vary the type of warning and/or penalty issued accordingly.

5.2. ACCUMULATION OF WARNINGS

- 5.2.1. Each level of warning is scored on a 1 to 4 basis as follows:
Minor – 1; Serious – 2; Grave – 3; Suspension and/or Expulsion – 4.
- 5.2.2. Where a student accumulates four or more warning points within any period of 12 months (the period to start from the date of the first confirmed warning), then under paragraph 3.5. a Conduct Panel will consider the suspension or exclusion of the student. Before making a decision to suspend or expel a student, the Conduct Panel will consider the detail of the individual offences which have led to the accumulation of four or more warning points and will hear representations from the student.

6. RELATIONSHIP WITH OTHER PENALTIES/WARNINGS

- 6.1. Metanoia has financial and other penalties which may be imposed such as library fines and use of facilities for which a charge is made.
- 6.2. Action taken by Metanoia under those arrangements does not automatically but may lead to reference to a Conduct Panel for consideration of a warning or for other action under the policy on conduct and discipline, any such warning to be additional to any of the foregoing penalties, charges or reimbursement.
- 6.3. The award of any Metanoia qualification may be withheld until this, and any other relevant outstanding debt, has been paid.
- 6.4. Metanoia may record the existence of warnings on any reference supplied.

7. RECORDING OF WARNINGS

- 7.1 Where warning points have been imposed by a Conduct Panel the matter will be referred to the Management Committee for confirmation and consideration of any further action, in which event the student may be interviewed by a member of the Management Committee not previously connected with the Conduct Panel.
- 7.2 The student against whom a warning has been imposed will have the right to appeal to the Management Committee, to whom their case has been referred, against suspension, exclusion or expulsion, and to be accompanied by a friend. Such an appeal must be made to the Head of Central Services within 10 working days of the warning being communicated to the student/candidate. The appeal will be

considered by a member of the Management Committee not previously connected with the Conduct Panel.

8. APPEAL

8.1 RIGHT OF APPEAL

- 8.1.1. , Students aggrieved by a decision to suspend, exclude or expel have the right of appeal to the Chief Executive within 10 working days, giving the grounds for the appeal, but will remain suspended during the appeal process.
- 8.1.2. Students aggrieved by the decision to impose a fine under paragraph 7. have the right of appeal to the Chief Executive Officer within 10 working days, giving grounds for the appeal.
- 8.1.3. The Chief Executive Officer will consider the appeal and will decide whether to uphold or amend the decision made.

8.2 APPEALS COMMITTEE

- 8.2.1 Students or candidates may appeal to the Board of Trustees on procedural grounds. Such appeal will be sent to the Head of Central Services within ten working days of a decision being taken by the Chief Executive Officer. No appeal will be considered by the Board unless the procedure in 7. and 8. above has been complied with.
- 8.2.2 The Appeals Committee will comprise two Trustees and one member of the Management Committee appointed by the Chair of Trustees.
- 8.2.3 The Chief Executive Officer will not be a member of the Appeals Committee.
- 8.2.4 The decision of the Appeals Committee will be final.

8.3 PROCESS

- 8.3.1 Notice of any appeal to the Appeals Committee must be given in writing to the Head of Central Services within 10 working days of a decision under 8.2.1. setting out the grounds on which the appeal is made. An appeal will be heard as soon as is reasonably practicable.
- 8.3.2 The Appeals Committee will conduct its business in accordance with a formal procedure which will be in accord with natural justice.
- 8.3.3 The Head of Central Services will give not less than five working days' notice of the date, time and place of the meeting to consider the appeal. At the same time, copies of all papers relevant to the case will be sent to the Appeals Committee and the student.
- 8.3.4 Students have the right to appear, to be heard, and to be accompanied by a supporter who will normally have been a student of Metanoia at the time the offence was committed or a friend/relative of the student, but not a legal representative.

9. INTERPRETATION

- 9.1 'Working day' refers to a day on which Metanoia is normally open: it does not include Saturday, Sunday, Bank Holidays, or other designated periods of closure outside the academic terms.
- 9.2, Any misconduct which takes place after 30th June will not be investigated until the beginning of October in the next academic year.

ANNEX I: GUIDE TO WARNINGS LIKELY TO BE APPLIED

(This is a guide only and serious cases of any behaviour may incur more serious action to that indicated.)

Warnings	Against property of Metanoia, staff, students/ candidates and visitors	Against the person	Against the work of Metanoia	Against the good name of Metanoia
Minor Warning (1 Warning Point)	Negligent damage. Inconsiderate behaviour towards others.	Offensive language to staff or students.	Disruption of the teaching/ learning environment through e.g. intoxication.	Offensive or disruptive behaviour affecting people adjacent to Metanoia's premises.
Serious Warning (2 Warning Points)			Deliberate refusal to provide information required for statutory purposes	Knowingly making a false and vexatious allegation against Metanoia or against any student or staff member
Grave Warning (3 Warning Points)	Deliberate damage to property and goods; Deliberate false activation of a fire or panic alarm		Repeated disruption of teaching	Use/issue of fraudulent documentation NOT relating to qualifications / academic performance
Suspension/Expulsion (4 Warning Points)	Theft of Metanoia property, cash or goods, of the theft of property, cash or goods belonging to another. Fraud/attempted fraud. Deliberate misuse of Metanoia computer network, eg hacking Deceit, deception or dishonesty which would bring Metanoia into disrepute.	Verbal or physical harassment or intimidation. Physical violence. Sexual assault Deceit, deception or dishonesty which would bring a student, graduate, staff member or any other person engaged upon Metanoia business into disrepute.	Major disruption of the academic programme or of the running of Metanoia Plagiarism. Deceit, deception or dishonesty which would bring Metanoia or the profession of psychological therapy into disrepute.	Serious sexual assault. Dealing drugs. Use/issue of fraudulent documentation relating to qualifications/academic performance Deceit, deception or dishonesty which would bring Metanoia or the profession of psychological therapy into disrepute..

NB. This code of conduct is applicable in any circumstances and in any location in which the student/candidate has been granted access by virtue of his or her status as a member of Metanoia Institute.