



HARTPURY

FE Academic Student Behaviour Management Procedure

Purpose

To identify, document and take agreed action on student behaviour, constituting poor academic performance, in order to support the student with modification of behaviour and a successful programme outcome.

Scope

1. The Procedure applies to all students of the College, whether full-time, part-time, whether or not their programme is validated by, or associated with any other institution, and at all times during the year, whether or not during College terms, College working hours or on College premises.
2. Poor academic performance may include but is not restricted to student attendance, inability to meet deadlines, poor standard of work and behaviour. Non-Academic Behaviour Management is covered by procedure 7.05

Responsibilities

1. The Principal and CEO is responsible for the operation of this procedure.
2. The Vice Principal (FE) or their nominee has a formal role in the operation of this procedure.
3. Other members of the College staff may be required to investigate and report on academic performance issues to the Principal or Vice Principal (FE) or their nominee.

Method

1. Cases of poor academic performance will be treated informally or formally through the Academic Behaviour Management procedure.
2. Course Tutors are able to raise an online 'caution' at any stage as a reminder to a student that they are not meeting the Hartpury expectations. This will be visible to the student on MyHartpury and will generate an email to the next of kin (for Under 18 students). Contact will only be made with the next of kin of Over 18 students if the student has provided prior written consent.

3. Course Tutors will raise their concerns about a student's poor academic performance/behaviour with the student through the C1/2 Academic Behaviour Management process. The Course Tutor will advise the student that they are starting C1/2 of the Academic Behaviour Management procedure and complete a C1/2 Academic Behaviour Management notification on Staff Advantage. This will be visible to the student on MyHartpury and will generate an email to the next of kin (for Under 18 students). Contact will only be made with the next of kin of Over 18 students if the student has provided prior written consent.
4. Any issues that are not resolved will be referred to the Subject Leader or Head of Department, who will inform the student that they are progressing to C3 of the Student Behaviour Management -Academic procedure, and complete a C3 Behaviour Management online record with targets and review dates. The C3 will be visible to the student on MyHartpury and will generate an email to the next of kin (for Under 18 students). Contact will only be made with the next of kin of Over 18 students if the student has provided prior written consent.
5. Any C3 issues that remain unresolved will be referred to the Director. The Director will notify the student that they are progressing to C4 of the Behaviour Management Disciplinary procedure. A C4 Behaviour Management record with targets and review dates will be completed by the Director. This will be visible to the student on MyHartpury and will generate an email to the next of kin (for Under 18 students). Contact will only be made with the next of kin of Over 18 students if the student has provided prior written consent.
6. Any C4 issues that remain unresolved will be referred to the Vice Principal (FE). The Vice Principal (FE) will notify the student that they are progressing to C5 of the Student Behaviour Management - Academic procedure. The Academic Behaviour Management meeting will review evidence of academic and non-academic behaviour management records at this point and take a holistic view to the next stage of action.
7. The Vice Principal (FE) may suspend a student pending the outcome of a formal hearing with an Academic Behaviour Management Panel. During suspension, the student, whether residential or non-residential, is usually removed from all or specific College premises if it is felt to be in the best interests of the investigation. Parents/Guardians of any student aged under 18 years of age at the time of suspension will also be advised, via telephone, of the suspension and this will be communicated in writing to the parent/guardian and the student so affected. Parents/Guardians of any student aged 18 or over at the time of the suspension will be informed only with the student's prior consent. Where a student aged under 18 years of age has to return to the family home, this will be discussed and agreed with the parent/guardian prior to leaving campus.
8. The Vice Principal (FE) through the academic teams will offer the suspended student reasonable academic support during this period of the suspension. This support will usually be restricted to assignment work supported by the virtual learning environment, Moodle and virtual/telephone tutorials.
9. Should the behaviour management issue be of a more serious nature, then the process will progress onto the relevant level of the procedure, without going through the early stages.

Academic Behaviour Management Hearing/Panel Meeting

1. The student will be notified of the date to attend a Behaviour Management hearing with the Academic Behaviour Management Panel within 14 days of the decision to commence behaviour management action. The Academic Behaviour Management Panel will be chaired by a member of the Senior Management Team (but not the Principal) and consist of two other College Executive Managers / Members of the Hartpury Executive Team and on occasions their Deputy. The letter convening the hearing will indicate the nature of the alleged breach, or breaches of expected behaviour. The letter will also advise the student of his or her right to be accompanied at the hearing by an advocate, friend or relative.
2. The Academic Behaviour Management Panel may adjourn matters, reinstate, exclude for a fixed period, permanently exclude the student or administer a formal warning as to the consequences of any further breach of College behaviour management and provide additional sanctions and/or targets to meet. The Panel will confirm the decision in writing. The Panel may exclude a residential student from College accommodation for a fixed or permanent period as part of the range of sanctions available.
3. Please note all meetings will be documented and from the point of a C5 onwards meetings will be recorded by a set of minutes.

Appeals

1. The student may appeal against the decision of the Academic Behaviour Management Panel only if the outcome is permanent exclusion from Hartpury. There is no right of appeal for any other sanction given. Any appeal must be made in writing to the PA to the Principal within seven days of the decision being communicated to the student formally in writing. The letter of appeal must give the grounds of appeal. Appeals will normally be considered on the basis of procedural irregularity, excessive nature of sanction or new evidence.
2. The appeal will be responded to by the Principal normal practice is for a written response to the appellant. The Principal can deemed necessary, involve two senior managers not already involved in the case to respond to the appeal with him. Where the Principal has been previously involved in the individual student's Behaviour Management process or is not available then the appeal will be responded to by members of the Senior Management Team not already involved in the case. At the discretion of the Principal, an Appeals Panel may be convened to hear the appeal to which the student will be invited; this will be instead of a written response to the appeal. In this case, the student has a right to be accompanied at the appeal hearing by an advocate friend or relative but not by a legal or professional adviser unless the College otherwise agrees, having been given notice before the day of the hearing. A legal or other professional adviser will be allowed if the College intends to have an external adviser present.
3. The Appeal will be responded to within 21 working days of receipt of the Notice of Appeal.
4. The Principal will consider any written evidence and submissions which have been circulated as part of his response.
5. The decision of the Principal will be confirmed in writing and will be final and binding on both parties.

6. Where an appeal against a panel decision is lodged, this removes the right to lodge a Formal Complaint if the complaint relates to the disciplinary matter.

Finance:

A student who has been suspended or excluded will still be liable for any debt owed to the College.

Service of Documents:

All documents will be delivered by email as standard practice. In the event that hard copies are requested as an alternative, these will be sent to the registered address on our Student Record System. A document which is sent by First Class post will be considered to be served on the second day after it has been posted.

REFERENCE

1. Academic Regulations

RELATED DOCUMENTS

1. C1/2 Academic Discipline record
2. C3 Academic Discipline record
3. C4 Academic Discipline record
4. C5 Academic Discipline record
5. Joining Instructions

Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee feels that this or any other policy does not meet this aim, please contact the HR Department.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Approval and Review Cycle

Date Last Approved	August 2017
Policy Owner	Vice Principal
Approving Committee	Exec/SMT
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