

## **Procedures for Student Misconduct**

### **Introduction**

Each student is one of the member of the Pures College of Technology community. As a member of the community, each student has certain rights and responsibility in the College. The College is committed to establishing a standard of socially acceptable conduct across its campuses, with the aim of fostering a sense of responsibility towards the community. It is expected that students behave in a manner that does not cause distractions for others who are engaged in the pursuit of learning and not prohibiting others from engaging in the learning and activities in the College.

### **Scope**

This document outlines the expectations and serves as guidelines for the students in the College. These policies apply to all students with the Pures College of Technology. Other individuals subject to this policy includes but not limited to those who have withdrawn after any misconduct(s) taken place and those who are not actively enrolled in any course(s) however having continuing relationship with the College.

### **Policy**

Students have a fundamental responsibility to follow different suggested guidelines mentioned in this documents and to obey the general law of the land while they are in the College buildings or on College grounds. The College retains the right to modify this document and to discipline students for any misconduct, which could result in dismissal from the school.

### **Overview of the Discipline Process**

It is necessary for the College to take appropriate actions if there is any inappropriate behaviour or misconduct conducted by a student. When the College noticed that there is misconduct conducted, these are the typical disciplinary process:

1. When a complaint is reported, it would be forward to the Academic or Student Service Team.
2. Meeting would be arranged with the accused student(s) and the victim(s) respectively to better understand the reported case.

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3. A further investigation would be conducted and all the fact and information related to the case would be considered during the investigation process.
4. If misconduct behavior is confirmed, written notice would be issued by College and corresponding disciplinary action would be notified to the students.
5. If serious misconduct behavior has been confirmed, result in determination of the student would be considered.

### **Potential Consequences for Violations of this Policy**

- a) **Warning** – a written notice to the students with detailed descriptions of violation of the regulations or Code of Conducts issued by the College.
- b) **Loss of Privileges** – the act of refusing and limiting students from accessing to some or all College facilities or denial of specified privileges for a specific period of time.
- c) **College Suspension** – a temporary separation of the student for a specific duration for not being allowed to attend classes nor entering the campus. Upon completion of the separation period, the student may be allowed to return, subject to specified conditions for re-admission and registration.
- d) **Fines** – penalty would be considered if any property of the College has been destroyed or damaged.
- e) **College Expulsion** – determination from the studies which means a permanent removal of the student from the College.

### **General Guidelines for Student Appeals**

Students have the right to have a fair and subjective adjudication of any wrongdoings. Students possess the right to speak to the College in their own defense or submit any information that would be considered during the adjudication. Please be noted that only in timely manner that information provided would be considered.