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**General Policies**

Version: 1.0

**Code of conduct and Discipline procedure**

MCTC student conduct procedures have as a primary purpose to be educational. Decisions that resolve incidents of misconduct and those determinations that remedy violations are made in a spirit of equity and fairness.

The Code of Conduct applies to behaviors that take place on campus, at events held by the college and may also apply to off-campus settings including the online environment.

In MCTC,the Administrative Department have a responsibility for the student conduct process.

**Administrative Personnel**

The administration and faculty serve as an initial level of response with most code of student conduct violations. The administration department is responsible for activities, programs and facilities in most cases assume responsibility to investigate, to review the facts, and to exact sanctions if necessary and appropriate.

Administrative hearings are also responsible when there is concern for inappropriate disclosure, at times of extreme emergency, or when immediate action is warranted either for the sake of the welfare of an individual or of the college community.

**Student’s Code of Conduct**

General Conduct

a) Achieve an attendance of at least 90% (for full time students) and be punctual for all scheduled classes, lectures, tutorials and practicum.

b) Be a keen learner, engage with the lecturers and actively participate in classes, lectures, tutorials and practicum.

c) Be committed and prepared for continuous assessments / practical tests and exams.

d) Dress in proper attire and display a satisfactory personal appearance while in Myanmar Creative Technology College’s campuses, or whenever representing Myanmar Creative Technology College in any occasions.

e) Behave responsibly within and outside of the Myanmar Creative Technology College.

f) Respect the personal property of others and the property of Myanmar Creative Technology College

g) Show respect to Myanmar Creative Technology College’s academic and service staffs.

h) Respect the rights, feelings, dignity, health and safety of others and act with courtesy.

i) Respect the ethnic diversity, within and outside of the Myanmar Creative Technology College campuses.

j) Do not engage in activities deemed inappropriate by the School, e.g. smoking, stealing, gambling, cheating, physical fighting, use of vulgar language, and any other misconduct deemed fit by the School.

k) Do not engage in the use/possession of items deemed inappropriate by the School, e.g. alcohol, unauthorized drugs, banned magazines, etc.

l) Do not engage in the possession of illegal/prohibited items in accordance to the laws of Myanmar, e.g. weapons, firearms, articles deemed dangerous, etc.

The following conduct is unacceptable within the Institute and we would need your kind cooperation to make learning at MCTC an enriching and enjoyable experience:

**Academic Misconduct**

Myanmar Creative Technology College vowed to deliver quality learning and is committed to aiding the students in their academic needs. MCTC provides necessary reference material and teaching services which should be suffice to take examination and monthly courseworks.

In order to control the quality standard and integrity of the awards, MCTC will identify any incident that meets the scenario of Academic misconduct and will bring this to the attention of the student and where appropriate the MCTC will impose an academic penalty.

Penalised student are expected to be learn from the experience and any previous offence will be taken into account when determining penalties for subsequent offences(Minor>Progressive>Major).

Academic misconduct will remain on the student’s record for the entire academic period and will include any period of suspension , repeat year and transfers.

A breach will only be deemed sequential if, at the time of committing the second offence, the student could reasonably be assumed to be aware that he or she was committing a second offence. Subsequent breaches of the academic misconduct regulations will normally receive a more severe penalty than earlier ones.

Myanmar Creative Technology College is committed to the determination of academic misconduct being an academic judgement which is ultimately fair , effective and timely procedures for handling allegations of students. .

**Definition of Misconduct**

1. Violate any Code of conduct/ student discipline rules or policies.

2. Willfully disrupting any teaching, study, assessment or other activities of the administration of the centre.

3. Willfully obstructing any employee of the centre in the performance of his or her duties.

4. Willfully damaging or wrongfully dealing or theft of any property under the control of the centre; any property on the centre premises; or property on a location where a student is present under the auspices of the centre.

5. Unauthorized entry into; unauthorized use of; misuse of or unauthorized behavior within such as smoking, consuming any alcoholic drinks or food without the centre authorization, property of the centre.

6. Disobeying, without reasonable cause, any instruction of an employee of the centre, including failing to leave any premise or part of a premise when directed to do so.

7. Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the programme.

8. Acting dishonestly or unfairly with respect to:

I) The preparation or presentation of any essay, project, thesis or other work to be assessed; or

II) Any examination as required by the programme conducted within or outside the premises of the centre.

9. Does an act or omission that may endanger the safety or health of any person.

10. Physical/ verbal assaults or attempts to assault any person.

11. Sale or knowing possession of dangerous drugs or restricted dangerous drugs within the premise of the centre.

**Proceedings of Misconduct**

1. All employees of the centre are authorized with general powers of jurisdiction. All employees can choose to exercise rectification actions for any alleged act of misconduct on the part of a student or any person within the premise of the centre or refer the case to the appointed authorities with specific powers of jurisdiction usually managerial level and above.

2. Any misconduct of students may be referred to our Disciplinary Committee.

3. Our Disciplinary Committee reserves the right to suspend or expel such students

from their course of study.

**Offense Types**

 **Minor Offense**

Minor Offense can be label to the case where for good reason the student was not aware of the regulations. Exceptionally where there are circumstances that would suggest that natural justice means the lightest penalty should be imposed.

 **Progressive Offense (Minor/Major)**

Any minor first offence at level all levels will be recorded and subsequence offenses will be marked as progressive offense

 **Major Offense**

Multiple Offences at any level where academic misconduct is deliberate, calculated and extensive. Any third offence at any level can be deemed as Major Offence.

The practices listed below will automatically constitute academic misconduct. The list of practices is not exhaustive and does not preclude the University from taking action where other forms of academic misconduct are identified.

**Myanmar Creative Technology College Properties**

We expect students to take good care of the School’s property, facilities, equipments and resources. Any student caught vandalizing or cause damage/loss of these items will need to pay the cost for repairing or replacing the items to its original condition.

**Eating/Drinking in Classrooms/Library/Computer Labs**

Students are not allowed to eat or drink (except bottled plain water) in the classrooms/library/computer labs of Myanmar Creative Technology College.

**Punctuality**

Students are expected to observe punctuality for classes/lessons. Those who arrive more than 45 minutes late for class will be marked as absent for that class/lesson

**Student’s Belongings**

Students are expected to take care of their personal belongings. Myanmar Creative Technology College will not be held liable for the loss of any personal belongings within the School’s premises.

**Smoking Prohibition**

Students are not allowed to smoke in the classrooms, labs, library and within the building of the college.

**Disciplinary Actions / Penalties**

Any disciplinary record made is kept in the student’s P-file. Any violation is referred to the Academic Director and the Student Disciplinary Committee of the Academic Board of Myanmar Creative Technology College

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| **Code** | **Activities** | **Scenario Description**  | Severe Code |
| **a** | **Plagiarism** | Where a student incorporates another person’s or body’s work by unacknowledged quotation, paraphrase , imitation or other device in any work submitted for assessment in a way which suggests that it is the student’s original work |  |
| **b** | **Collusion** | Where the student(s) in the same batch/cohort knowingly allow their work to be viewed by another student, in any form, and this work is subsequently incorporated in, or represented as , the work of another student;or, the collaboration without official approval between two or more students in the presentation of work, which is submitted as the work of a single student |  |
| **c** | **Falsification** | Where the content of any assessed work has been invented or falsely presented by the student as their own work |  |
| **d** | **Replication** | Where a student submits the same or similar piece of work, or substantial sections of the same work, which has already been submitted for any assessment within the University of elsewhere. Students repeating an assessment, unit or level are expected to produce new coursework for all assessments except where the referral brief allow students to re-work a failed assessment.  |   |

Other academics misconduct activities described in following table with their respective offense level

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| Code | Activities |  |
| **e** | Taking unauthorised notes or devices into an examination or test room. |  |
| **f** | Obtaining an unauthorised copy of an examination paper/file. |   |
| **g** | Communicating, or trying to communicate, with another student or individual during an examination, or attempting to observe or copy another student’s written and/or electronic examination script.  |  |
| **h** | Being a party to impersonation in relation to an examination. |  |
| **i** | Failure to obtain, or breach of ethical approval, where this is a requirement of the assessment. |  |
| **j** | Purchasing of essays/assignment work from a third party and providing assessments for the purpose of academic misconduct. |  |
| **k** |  Submitting a fraudulent Extenuating Circumstances claim. |  |

**Penalty**

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| **Offense Degree** | **Penalties** |
|  Minor Offense  | The student should receive a letter of caution that will remain on their file for the duration of the student’s course and will be taken into account in the result of any further allegations of academic misconduct |
|  Progressive Offense (Minor/Major) | **1st Time -** The student should fail the particular assessment to which the allegation relates, with the right to **Resit** and with the unit mark capped at the pass mark.**2nd Time** - Students will be required to produce new assessments for the failed element and will not be permitted to re-work assessments. The unit mark will be capped at the pass mark.**3rd Time** - The student should fail the whole unit, all marks for any assessment on the unit to be set at zero. Students will be required to produce new assessments for the unit and will not be permitted to re- work assessments or resubmit elements which have previously passed. The unit mark will be capped at the pass mark;  |
|  Major Offense | **Scenario a** - The student should be withdrawn from their course. The student may be eligible for award of credit or an exit award, where they have sufficient credit and meet the learning outcomes for that award. **Scenario b -** The student should fail the entire level/stage of the course to which the allegation relates with no right to re-sit. All credit and marks for that level to be withdrawn. **Scenario c** - The student should be withdrawn from their course and all credit and marks would be withdrawn. In such cases the student would not be eligible for any award of the University or for admission onto any other University course. |

**Penalties include:**

a) Warning letters.

b) Bar from exams.

c) Signing a bond of good behavior witnessed by parents / legal guardian.

d) Disqualification and removal from the programme/course.

e) Expulsion (taken if there is serious breach of conduct or an accumulated record of misconduct even though no single incident is serious enough by itself to warrant Expulsion). Expulsion implies termination from the programme/course and the termination of registration as a student with Myanmar Creative Technology College.

f) Any offence committed under the Myanmar law will result in the perpetrator to be handed over to the police.

**The following disciplinary actions will be taken for poor conduct (non-academic) and failing to comply with the rules & regulations of the School:**

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| **Action Taken**  |  **Cause**  |
| **Reminder letter issued to student** | 1st offence |
| 1st warning letter issued to student  | 2nd offence (accumulative from previous misconduct)  |
| 2nd warning letter issued to student  | 3rd offence (accumulative from previous misconducts)  |
| 3rd & final warning letter issued to student  | 4th offence (accumulative from previous misconducts) Expulsion letter issued to student  |
| **Expulsion Letter issued to students**(Expelling student from school) | 5th offence (accumulative from previous student from School.misconducts) |

Note: Parents / Legal guardian will be informed in writing if the student is less than 18 years of age.

**Policy Review and Revision Cycles**

This Policy will be reviewed and revised if necessary every second year by Management unless circumstance such as a change in higher education policy by government , changes in EDEXCEL policies , changes in Academy , administrative changes etc.

General Policies

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| Person Responsible | Board |
| Approval Date |  |
| Version Number | 1.0 |
| Approved by  |  |
| Date of next formal review  |  |
| Status |  |