

STUDENTS DISCIPLINARY POLICY

Scope. This Policy applies to all students of the Romanian Nautical College, including visiting and temporary (short courses) ones. Part of this policy is incorporated in the training agreement signed with the students and also in RNC Student Regulation.

RNC encourages all students to achieve and maintain appropriate standards of conduct. The purpose of this Policy is to motivate students to behave appropriately and protect students' learning opportunities from disruption caused by others or their own misconduct. RNC aims to support learning environment for all students and one which is safe and free from bullying, harassment or offensive behaviour.

This procedure aims to ensure that all RNC students receive all assistance and support in order to achieve successfully their course / programme.

The following stages are part of RNC Student Regulation – Formal Discipline section:

Verbal Warning:

- is used to formally address academic or behavioural misconduct which has not been resolved previously;
- RNC may issue a verbal warning without an investigation taking place.
- A verbal warning can be requested by any member of RNC staff but the decision must be overseen by RNC director.
- Where a verbal warning is issued, the student will be informed of the following:
 - The reason for the warning.
 - That it is the first stage of the RNC disciplinary procedure.
 - She/He is required to act and improve her/his activity.
 - When the verbal warning will stop having effect (6 months).

Written Warning:

The written warning may be requested by any member of staff but **MUST** be overseen by RNC Director in the following situations:

- The required improvement requested by the verbal warning was not achieved within the timescale;
- Misconduct takes place during the period of a verbal warning;
- In serious situations a written warning may be issued whether a verbal warning had not been issued previously;
- The written warning includes: the reason for the warning, the specification that it is the final stage of the RNC disciplinary procedure action or improvement which is required, the timescale for implementing any such action, the consequences for the student of not implementing required action, when the written warning will cease to have effect, subject to satisfactory conduct (normally 12 months), the right of appeal.

Suspension. RNC may suspend a student in the following situations:

- required improvement is not achieved within the timescale stated in a written warning; or
- further misconduct takes place during the period of a written warning, or
- it is reasonably believed that he/she has committed an act which warrants suspension.

Appeals. Students have the right of appeal against a written warning or exclusion. Any student who wishes to appeal should do so in writing, setting out the reasons for the appeal, which should be delivered within 5 days addressed to the RNC Director.

Types of Misconduct and Suggested Actions:

- Punctuality;
- Attendance at College or work placement;
- Lack of application to studies;
- Failure to adhere to homework/assignment/coursework schedules;
- Smoking outside of the designated smoking areas;
- Minor Breach=Verbal Warning:
 - Disruptive behaviour inside or outside of the class.

- Offensive language or behaviour.
- Unruly behaviour inside or outside of the class. • Unduly noisy outside of class.
- Failure to comply with a reasonable instruction from a member of staff.
- Plagiarism.
- Cheating in exams or formal assessments.
- Failure to complete assignments.

Serious Breach=Written Warning:

- Smoking within College premises/vehicles.
- Verbal abuse,
- Acting in an unsafe manner.
- Failure to comply with the College's Health & Safety Policy.
- Suspicions of being under the influence of drugs or alcohol on RNC premises.
- Any misconduct which misuses cameras, mobile phone cameras or videos where consent to take pictures has not been obtained.

Gross Breach=Suspension:

- Theft of personal or RNC property.
- Violence or threats of violence.
- Incapability through alcohol, drugs or other substances (or suspicion of).
- Deliberate damage to College property.
- Possession of a knife or other weapon, which is not justified in its use as part of the student's work or religious beliefs.
- Criminal activities affecting the College, its students, staff or visitors.
- Re-occurrence of a serious breach previously covered by a Written Warning.