

Student Code of Conduct

21

ACADEMY





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to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.

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Aim

This Code of Conduct sets out the expectations of how students participating in study programmes delivered by 21 Academy interact with the Academy, its staff members and each other.

21 Academy's Commitment

21 Academy is committed to provide a safe supportive and friendly environment for all its staff and students. It is also committed to fulfilling its mission as a provider of Higher Education and complying with all its obligations.

Student Responsibility

The Academy expects all of its students to act responsibly at all times, both toward other people and toward the property online, inside and outside the Academy. Students must approach their studies responsibly.

Students must refrain from any actions or behaviours that could cause inconvenience to other persons.

General Conduct

The Academy expects students to act with consideration for others within and outside of Academy premises, in public areas, during online sessions as well as any social media fora created for communication among students attending a specific study programme. Any conduct, whether online or in-class, that disrupts or is likely to disrupt teaching or the administration of the Academy is considered inappropriate behaviour and will subject the student to disciplinary action. This would include but is not limited to:

- Conduct that is intolerant or discriminatory and displays any bias
- Using or attempting to employ unethical or illegal methods in connection with assessments
- Acts of violence, carelessness, or negligence that cause or intend to cause harm to people or property, as well as unruly behaviour
- Theft, misappropriation or misuse of Academy documents or records or other such materials
- Theft, misappropriation or misapplication of, or negligence in dealing with the funds or property of others
- Persistently offensive behaviour toward person(s);
- Refusal to leave any Academy premises when asked to do so by a member of staff;
- Violation of Academy Policies and Procedures

Consumption of Alcohol

It is not permissible to drink alcohol on the Academy's property nor while attending online sessions. Any students who are found or thought to be drinking while on the premises or while attending online sessions will be reported right away to the Academy's administration. A situation like this can be seen as a serious code violation and results in disciplinary action.

Consumption of Controlled Substances

Illegal substances cannot be in one's possession, consumed, or distributed. Any students who are discovered on any Academy property in possession of, using, receiving, or distributing such substances, or who are found to be under the influence of drugs or another illegal substance of this nature, shall be immediately reported to the appropriate authorities.

Any violation of these rules will be regarded as a major infraction of the code of conduct and is likely to result in the offender(s) being expelled from the Academy.

Smoking Area

The Academy has a no-smoking policy. There is a designated smoking area for those students attending in-class sessions. Students are expected to act in accordance with the code of conduct and this is the only area where smoking is permitted. Any violation of these rules could be regarded as a significant breach of conduct and result in punishment.

Using electronic cigarettes (often known as "vaping") is equivalent to smoking under this policy, and the same rules and regulations apply to using other similar products.

Copyright

Students are warned that it is forbidden to use copyright material in an unauthorized manner. Any infringement on the copyright of any literary, computer software, theatrical, musical, artistic, or other works that are considered works of intellectual property are strongly discouraged by the Academy. The copyright owner may pursue civil or criminal legal action in response to copyright infringement. The Academy reserves the right to discipline any student who is the target of legal action for copyright infringement.



Safety

The Academy is dedicated to making sure that anyone entering Academy premises can do so without worrying about their personal safety.

Students shall not commit any acts of vandalism or other similar offenses that could expose the Academy to legal action. A situation like this can be seen as a serious code violation and result in disciplinary action.



Attendance

Students must attend all, online or in-class, scheduled lectures and participate in full. The following attendance standards are to be noted:

- Every student is expected to attend class each time scheduled to do so and participate fully. Attendance will be recorded.
- Students must be punctual
- Students must notify the administration staff by phone or email if they will be absent for any reason.
- Students must present a medical certificate if they are ill and will be missing more than 3 consecutive lectures.
- If a student's attendance is judged to be subpar, they may face a reprimand which may also lead to disciplinary action, including not being awarded successful completion of the study programme or being prohibited from enrolling in future study programmes.



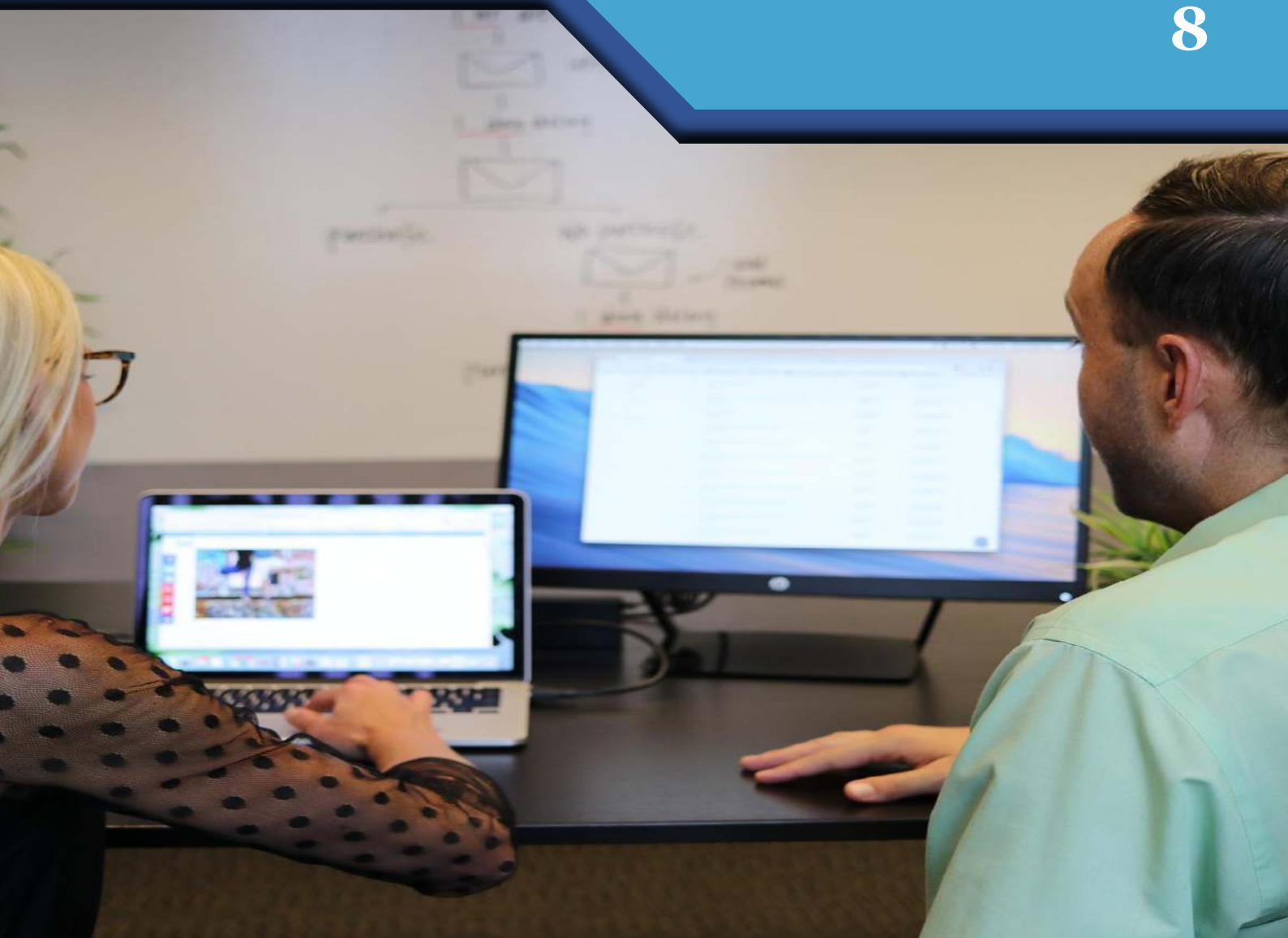
Use of Mobile Phones

The use of mobile phones is not permitted during class. Mobile phones should be placed on silent mode and students should ensure that they do not disturb the ongoing lecture.

This is also applicable during online sessions.

Use of Academy created online forums/communication channels

Students may voluntarily join online forums/communication channels created by 21 Academy, such as WhatsApp groups and/or Facebook private groups, so as to communicate with students as fast as possible or as a channel for sharing course related ideas, notes, links etc. No inappropriate use of such channels is allowed, including cyber harassment and/or bullying. These channels should only serve for course/study programme related matters only.



Complaints Procedure

A Complaints Procedure is in place to provide a system that enables students to voice concerns or complaints against a staff member or a fellow student while acknowledging that as adult learners, it is in the Academy's interest to resolve any such issues and restore the relationships of the parties involved as far as is reasonably possible.

Learner Disciplinary Procedure

A Student Disciplinary Procedure is in place to ensure that fair discipline is preserved at the Academy. These measures can be applied fairly and consistently when such procedures are used.

A disciplinary procedure serves a dual purpose by giving students access to a process where alleged failures to conform with standards may be fairly and delicately handled while also giving Academy Management a framework to maintain satisfactory standards.



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