



Junior College Student Code of Behaviour

Version 4 | Endorsed by the JC Board on 26 September 2024 | Effective Date: 26 September 2024

1.0 Introduction

- 1.1. This 'Junior College Student Code of Behaviour' (the **"Code"**) is a compilation of practices and procedures that aim to promote a safe and orderly learning environment within G.F. Abela Junior College (the **"College"**).
- 1.2. The College strives to promote a cooperative and caring environment where Students are motivated to learn and reach their full potential. Therefore, good behaviour is imperative for the proper functioning of the College and for providing a safe and secure space for students to learn and develop as individuals.

2.0 Applicability

- 2.1 This Code applies to all persons who are registered or enrolled in an educational programme at the College (the **"Students"**) in the following circumstances (the **"College Context"**):
 - 2.1.1 on College Premises or any premises from which the College or any College department (the **"Department"**) is operating
 - 2.1.2 in the course of any activity that is being undertaken by them on premises which third parties are operating, where such activity is being undertaken by them as part of their study programme or work at the College
 - 2.1.3 on social media or virtual platforms when directed at other members of the College Community and when such behaviour could bring the College or the University into disrepute
 - 2.1.4 through e-mails and other online platforms used at the College.

3.0 Interpretation

- 3.1 Unless otherwise stated, the following terms in this Policy shall have the specific meaning attributed to them below:

Assessment	means any assignment, task or work assigned to a Student as part of their study programme, any log book and generally the Student's continuous assessment
Code	means this document, being this "Junior College Student Code of Behaviour"
College	means the Junior College and all its premises
College Activities	any activities, projects, fieldwork or outings organised or coordinated by the College
College Community	means Students, Staff Members, Employees and all persons who are present on College Premises from time to time
College Context	has the meaning attributed to it in Section 2.1
College Campus	means any premises, whether owned, occupied or otherwise used

	by the College or a Department
Student Safeguarding-Disciplinary Board	has the meaning attributed to it in Section 7.3.1 and shall be composed of the following members: (a) a member of the Student Safeguarding-Disciplinary Committee (b) a member of the Wellbeing Services (c) an Area Coordinator (d) a relevant Subject Coordinator (if a complaint of an alleged breach of the Code concerns a particular subject (e) a secretary may be appointed to provide the necessary assistance
Student Safeguarding-Disciplinary Committee	has the meaning attributed to it in Section 7.1.2 and shall have its composition as published on the College Website
Department	has the meaning attributed to it in Section 2.1.1
Employees	means all persons who are employed with third parties providing a service to the college community.
Expulsion	means the removal of a Student's name from the Student Register and a ban from all facilities and privileges accorded to Students. This notwithstanding, a Student who has been expelled may only be readmitted with the permission of the Junior College Board, which may only be granted subject to terms and conditions
Extreme Misconduct	has the meaning attributed to it in Section 8.2
Gross Misconduct	has the meaning attributed to it in Section 7.1.3(b)
Minor Misconduct	has the meaning attributed to it in Section 7.1.3(a)
Misconduct	means intentional or reckless misbehaviour by a Student in the context of this Code. The term "Misconduct" refers collectively to "Minor Misconduct" and "Gross Misconduct"
Rector	means the rector of the University
Regulations	has the meaning attributed to it in Section 8.1
Report	has the meaning attributed to it in Section 7.3.7(a)
Session	means a slot in the timetable, usually taking the form of a lecture, tutorial, seminar and/or a practical session
Staff Members	means all persons who are employed with College or the University including employees of University subsidiary or affiliate companies or foundations
Students	has the meaning attributed to it in Section 2.1
Student Card	has the meaning attributed to it in Section 4.2.1
SSO	means Student Services Office
Suspension	means the temporary and normally total exclusion of a student from any teaching and learning activity offered by the College. During the period of suspension, a Student shall not be allowed to register for, or remain registered in , any study programme. "Suspend" shall be construed accordingly
University	means the University of Malta
University Committee	has the meaning attributed to it in Section 8.1.

3.2 In this Code, any phrase containing the term "include", "including", "in particular", or any similar expression will be construed as illustrative and will not limit the meaning or sense of the words preceding that term.

3.3 In this Code, any reference to a "Section" shall mean a reference to a provision of this Code.

4.0 Information

4.1 College Campus

4.1.1 Except for Students and Staff Members, no one is allowed on College Campus without prior permission from the Office of the Principal.

4.1.2 Students are expected to be aware of the following:

- (a) Junior College official hours of operations run between 08:00 to 17:00 from Monday to Friday during term time. In the event that the College Campus needs to be accessed outside of these hours, special permission from the Office of the Principal must be sought prior to entry
- (b) the College has a legal obligation, as outlined in the 'Minor Protection (Alternative Care) Act' (Cap. 602, Laws of Malta) to report acts or omissions which puts minors at risk of significant harm, to the Directorate of Child Protection Services
- (c) CCTV cameras are in operation in certain areas of the College.

4.2 College Student Identification Card

4.2.1 Students are provided with a College Student Identification Card (the "**Student Card**") free of charge, at the start of their study programme through the *My UM App*.

4.2.2 Students are expected to download the *MY UM App* on their devices, activate the account and sync it so that they are in possession of their Student Card at all times. This must be presented to security personnel and Staff Members, whenever requested.

4.2.3 In the event that a Student misuses (e.g. allowing use of their Student Card by third parties) the Student Card, disciplinary measures shall be taken against them.

4.2.4 Students will not be allowed to enter the College Campus, including sitting for examinations, if they cannot show their Student Card.

4.3 Lectures and Laboratory Sessions

4.3.1 Students are expected to be punctual and to report to lectures, tutorials, seminars and laboratory sessions (the "**Sessions**") on time. A Student may be allowed to join a Session no later than five (5) minutes after the start of the Session. At the discretion of the lecturer, a late-comer may be allowed to join, if a valid reason is provided.

4.3.2 Students are to ensure that they:

- (a) have been marked as present for Sessions which they have attended
- (b) come to College prepared for all Sessions, with the necessary material and any Assessment, as may be required.

4.3.3 Noise levels must be kept to a minimum. Unnecessary conversation is not welcome during the Sessions.

4.3.4 Students are encouraged to participate and contribute respectfully to the Session discussion and answer any questions posed by the lecturer, in order to maximise their educational experience.

4.3.5 Notes or any other documents circulated by a lecturer are the intellectual property of the College and are solely for the Student's use in relation to their study programme.

- 4.3.6 Students must ensure that they do not leave anything behind in a classroom or laboratory, including any items intended for disposal.
- 4.3.7 Equipment including electronic devices, must be used responsibly and ethically and as directed by lecturers.
- 4.3.8 All necessary precautions must be taken when charging electronic devices. Two-pin plugs are considered dangerous and for the Student's own safety, should not be used.

4.4 Assessments

- 4.4.1 Any Assessment completed by a Student in the course of their study programme has to be compliant with the College's 'Academic Honesty and Anti-Plagiarism Guidelines'.
- 4.4.2 Students are to sit for tests as scheduled and to hand in any Assessment, including those which are to be submitted on VLE, strictly within the stipulated deadline.
- 4.4.3 If for any justified reason, a Student is unable to hand in their Assessment on time, they must inform the respective lecturer before the Assessment deadline. In the event of a late submission of an Assessment without a justified reason, the lecturer may, in line with Departmental procedures:
 - (a) not accept the submitted Assessment or
 - (b) reduce the final mark of the submitted Assessment, as follows:
 - up to two (2) working days late; a five percent (5%) mark reduction
 - up to five (5) working days late; a ten percent (10%) mark reduction
 - up to ten (10) working days late; a thirty percent (30%) mark reduction.

4.5 College Activities

- 4.5.1 Students are expected to:
 - (a) honour all commitments relating to College Activities
 - (b) behave in accordance with this Code at all times when participating in College Activities, either as part of a group or individually, or when representing the College in any College Activity, including those outside College Premises
 - (c) abide by any instructions or directions given by Staff Members as well as any regulations or guidelines of the host organisation or country, as the case may be, during the course of any College Activity.
- 4.5.2 Students under the age of 18 involved in any College Activity outside of College Premises are to be provided with a consent form by the coordinator of the College Activity, which must be signed by their legal guardians.

4.6 Sports Facilities

- 4.6.1 The College's sports facilities and equipment (the "**Sports Facilities**") are to be used solely for their intended purpose and at the Student's own risk.
- 4.6.2 Students are expected to use the Sports Facilities responsibly and proportionately to their physical condition, abilities and any limitations. By making use of the Sports Facilities, it is therefore assumed that a Student is fit to undertake the related physical activity. Students who are not physically fit to use such Sports Facilities should not make use of the Sports Facilities, or should otherwise advise the Sports Development Officer in advance, for any precautions to be taken accordingly.
- 4.6.3 In order to use the Sports Facilities, Students must place a booking in advance, either in person at the Sports & Leisure Unit Office or by sending an email to sports.jc@um.edu.mt.

- 4.6.4 Students are to be aware that no food can be consumed in the Sports Facilities.
- 4.6.5 When making use of the Sports Facilities, Students are advised to:
 - (a) be responsible for any Sports Facility at the time of use
 - (b) wear the appropriate footwear and clothing
 - (c) not leave their personal belongings unattended. The College will not be held responsible for lost items. Students should check with the Staff Members at the Sports & Leisure Unit for the availability of lockers
 - (d) refrain from rough play
 - (e) refrain from trying to recover sports equipment (e.g. footballs) from potentially dangerous places, and instead inform the Sports Development Officer
 - (f) keep the sports and leisure areas as clean as possible and dispose of any litter in the appropriate bins.
- 4.6.6 If any Sports Facility equipment is lost or damaged, a report should be filed with the Sports Development Officer. In the event of such loss or damage, the Student will be held liable to compensate the College for the purchase or repair of said equipment .
- 4.6.7 At the discretion of the Office of the Principal, Students who do not abide by this Section 4, may be prohibited from making use of the Sports Facilities.

5.0 Standards of Good Behaviour

- 5.1 The College continuously tries to promote good conduct and encourages a positive, caring and learning environment.
- 5.2 All Students have a right to be listened to and to be treated fairly. The College provides a safe and caring environment where Students are encouraged to reach their full potential. However, Students also have responsibilities towards other members of the College Community, as set out in this Section 5.
- 5.3 The Students' primary responsibilities are to:
 - 5.3.1 dress appropriately as befits an educational institution
 - 5.3.2 respect ethical boundaries with lecturers at all times
 - 5.3.3 appropriately weigh what to discuss and share with the group during a Session
 - 5.3.4 avail themselves of the support of a College counsellor whenever they need it
 - 5.3.5 respect the personal space of other members of the College Community
 - 5.3.6 provide information and fill in all College forms truthfully and correctly at application stage and thereafter. In the event that, there are any changes to a Student's personal details, qualifications or any other data as necessary, the respective Student is to inform the College
 - 5.3.7 access their College e-mail account daily, including: eSIMS, JC-VLE, Department notice boards and websites daily
 - 5.3.8 use social media responsibly and ethically in full respect of other members of the College Community, this in order to promote a College environment free from harassment, bullying and discrimination
 - 5.3.9 participate in College Activities and use the various facilities that are available on College Premises while observing the provisions of this Code
 - 5.3.10 make use of emergency exits only in the event of an emergency or when asked to do so by the College.
- 5.4 Further to Section 5.3, certain behaviour is not tolerated and will be classified as Misconduct in accordance with Section 6.

6.0 Misconduct

- 6.1 Misconduct is generally the unacceptable or improper behaviour displayed by any student at the Junior College or in relation to the institution and its community. The following list is by no means exhaustive but it describes examples of misconduct. Such misconduct shall be dealt with in accordance with Section 7.
- 6.2 Conducting oneself in any manner which limits or intends to limit, the reasonable freedom of oneself or other Students to pursue their studies, duties or lawful activities at the College or to participate in the life of the College.
- 6.3 Disobeying, breaching, or failing to observe any part of any guidelines, policies or any direction of the College.
- 6.4 Disobeying any reasonable instruction given by a Staff Member.
- 6.5 Using inappropriate language either in general or with regard to a member of the College Community, whether in person, verbally, in writing, by e-mail and/or via the internet (including social media).
- 6.6 Inappropriate behaviour, such as unruly behaviour, causing nuisance through excessive noise, any form of gambling, rough play, or acts of intimacy.
- 6.7 Any form of cheating, dishonesty or unfairness in connection with any Assessment conducted by or within the College, including falsifying or forging any signature of any Staff Member in relation to the submission or correction of any Assessment or official form or certification, or acting in any irregular manner that shows bad faith on the part of the Student.
- 6.8 Assaulting, attempting to assault, threatening any person, or acting in any manner which is considered violent, indecent or disorderly or offensive or which is likely to cause injury or to impair the safety of others at the College.
- 6.9 Harassing and bullying any member of the College Community.
- 6.10 Sexually harassing any member of the College Community.
- 6.11 Entering any place or using any of the College's property within the College Campus which the Student is unauthorised to enter or use.
- 6.12 Failing to leave any place within College Campus forthwith upon being directed to leave by a Staff Member.
- 6.13 Intimidating, obstructing, disturbing, delaying or influencing improperly, or attempting so to do, any Staff Member, any member of any board or committee set up by the College, or any witness who is appearing or who has been called to appear before any board or committee set up by the College or by the University.
- 6.14 Affixing posters or stickers on College Campus without the prior authorisation of the Office of the Principal.

- 6.15 Littering, damaging, defacing, destroying, vandalising, misappropriating, stealing or in any other manner wrongfully handling or dealing with any goods or property belonging to the College or that may be found on College Premises.
- 6.16 Using the lift without a permit; provided that the lift can be used with a permit in the event of disability, sickness or injury with prior authorisation from the Office of the Principal.
- 6.17 Repeated unjustified failure to submit work on time.
- 6.18 Undertaking any of the following in connection with any Assessment:
 - 6.17.1 impersonating another Student or preparing any Assessment that is to be submitted by another Student for an Assessment (online or physical)
 - 6.17.2 entering into any agreement with another person to act as listed in paragraph (6.17.1) hereof, even though such action may not in fact have taken place
 - 6.17.3 where the Assessment is an examination, at any time before said examination date, attempting in any manner to procure a draft of, or the actual examination paper, or bribing, or attempting to bribe, any Staff Member for the purposes of obtaining access to such examination paper, or, having seen or come across such examination paper, in whatever form, and not reporting this matter to the Office of the Principal.
- 6.19 Obstructing or disrupting any Session, test or examination session, or co-curricular College Activity or official meeting or proceeding of the College.
- 6.20 Refusing to disclose one's name, show the Student Card or provide other relevant details to a Staff Member or any security personnel in any circumstances where it would be reasonable to request such information.
- 6.21 Violating the provisions of the University's library regulations, or applicable policies and procedures.
- 6.22 Violating the provisions of the University IT Services' Acceptable Use Policy.
- 6.23 Violating the provisions of any data protection legislation as is in force in Malta from time to time.
- 6.24 Using the name or crest of the College or the University, the names of Staff Members, or of any of the Departments, units or offices of the College or of the University, without authorisation.
- 6.25 Presenting, for admission or for any other purpose, a falsified record of achievement purported to be obtained from another institution.
- 6.26 Taking visual audio recordings or photographs during Sessions without the explicit permission of the lecturer and of the persons present.
- 6.27 Selling or distributing for commercial purposes any of the following: notes, transcriptions, lecture outlines, or any course materials.
- 6.28 Smoking (including e-cigarettes and vapes), or abusing of alcohol or drugs in a College Context; provided that in this context "abuse of drugs" is defined as the using, possessing, or offering drugs to any person.

- 6.29 Conducting oneself in any manner which could be deemed to cause, or potentially cause, harm or disrepute to the College.
- 6.30 Providing false or inaccurate information on any College forms or documentation.
- 6.31 Any other intentional or reckless action or omission not included in this Code, but which, in the reasonable judgement of the Principal, is tantamount to Misconduct due to the nature of the behaviour.

7.0 Procedures and Sanctions Relating to Misconduct

7.1 Disciplinary Procedures

- 7.1.1 Staff, students and visitors are encouraged to report any misconduct and other breaches of this Code by writing to principal.jc@um.edu.mt or conduct.jc@um.edu.mt
- 7.1.2 The JC Student Safeguarding-Disciplinary Committee (the “**Disciplinary Committee**”) shall investigate any complaint of the alleged breach of this Code.
- 7.1.3 Upon the receipt of a complaint as aforesaid, the Disciplinary Committee Chair in liaison with the Vice-Principal, shall categorise an offence of Misconduct as Minor Misconduct or Gross Misconduct according to the criteria hereunder:
 - (a) as Minor Misconduct, where the alleged breach:
 - (i) causes or could possibly cause, minimal harm or disruption
 - (ii) has a limited impact (or risk thereof) on the proper functioning of the College or College Activities, or on a member of the College Community
 - (iii) Appears to be caused by an accident or of an inadvertent act or omission.
 - (b) as Gross Misconduct, where the alleged breach:
 - (i) causes or could possibly cause, significant harm or disruption
 - (ii) has a severe impact (or risk thereof) on the proper functioning of the College or College Activities, or on a member of the College Community
 - (iii) where the alleged breach relates to sustained or repeated Misconduct, or multiple acts of Misconduct.

7.2 Minor Misconduct

- 7.2.1 Where, further to Section 7.1.3(a), the Disciplinary Committee categorises an offence as Minor Misconduct, the Disciplinary Committee Chair shall appoint a member of the Disciplinary Committee to meet with the Student concerned to clarify or query any matter relating to the alleged breach.
- 7.2.2 This meeting shall be useful in deciding whether:
 - (a) an infringement of this Code, tantamount to Minor Misconduct, has occurred
 - (b) no infringement of this Code has occurred.
- 7.2.3 In the event of a finding of Minor Misconduct under the previous sub-Section, the Disciplinary Committee shall apply one or more of the following disciplinary measures, taking into account any mitigating factor or factors relating to the Student:
 - (a) a verbal reprimand
 - (b) the requirement for the Student to make an apology in writing
 - (c) a revision/cancellation of an assessment/examination mark (if the infringement is related to assessment and promotion)
 - (d) a record of the Minor Misconduct to be kept in the Student’s file.

- 7.2.4 The Committee, at its discretion, may inform the Student’s legal guardians as well as other relevant stakeholders of the College, accordingly.

7.3 Gross Misconduct

- 7.3.1 Where, further to Section 7.1.3(b), the Student Safeguarding-Disciplinary Committee categorises an alleged breach as Gross Misconduct, the Disciplinary Committee shall convene the Student Safeguarding-Disciplinary Board (the **“Disciplinary Board”**).
- 7.3.2 The Disciplinary Board shall meet with the Student concerned to clarify or query any matter relating to the alleged breach.
- 7.3.3 A Student who is called to a meeting under the preceding sub-Section may be accompanied by a parent or a guardian.
- 7.3.4 The Disciplinary Board, at their discretion, can meet with other individuals to clarify or query any matter relating to the alleged breach.
- 7.3.5 The Disciplinary Board shall thereafter decide whether:
- (a) an infringement of the Code, tantamount to Gross Misconduct, has occurred
 - (b) no infringement of the Code has occurred
 - (c) the alleged infringement is of a minor nature and is to be processed by the Disciplinary Committee in accordance with Section 7.2.
- 7.3.6 In the event of a finding of Gross Misconduct under the previous sub-Section, the Disciplinary Board shall recommend one or more of the following disciplinary measures, taking into account any mitigating factor or factors relating to the Student:
- (a) a written reprimand
 - (b) disallowing the Student from representing the College in any College Activity;
 - (c) a revision/cancellation of an assessment/examination mark (if the infringement is related to assessment and promotion)
 - (d) suspension
 - (e) expulsion
 - (f) prohibit re-entry to Junior College
 - (g) other measures in proportion with the infringement..
- 7.3.7 The Disciplinary Board shall thereafter:
- (a) draw up a report (the **“Report”**) containing its conclusions as well as any recommended disciplinary measures to be applied to the Student which is to include a clear explanation as to why such disciplinary measure is being applied
 - (b) forward the Report to the Office of the Principal.
- 7.3.8 The Disciplinary Board may communicate the Report to the Student in writing (for which purpose e-mail communication shall suffice), unless it contains data pertaining to other students.
- 7.3.9 In the event of finding of Gross Misconduct, the Office of the Principal shall:
- (a) keep a copy of any details regarding the breach and the Report in the Student’s file
 - (b) inform the concerned Student’s legal guardians and any other professionals of the same, as the case may be
 - (c) reserve the right to follow and/or modify the recommendations of the Disciplinary Board.

7.4 Interim Suspensions

- 7.4.1 Notwithstanding sub-Section 7.3, the Principal may, at their discretion, suspend the Student with immediate effect whenever an alleged breach of the Code relates to a threat of violence, harm, injury or other apparent risk, pending the proceedings of the Disciplinary Committee or the Disciplinary Board, as the case may be.

8.0 Extreme Misconduct

- 8.1 In instances of Extreme Misconduct, as defined hereunder, the Student concerned shall be subjected to disciplinary proceedings before the University Disciplinary Committee (the **"University Committee"**) in accordance with the 'University Student Discipline Regulations, 2016' (Subsidiary Legislation 327.535 of the Laws of Malta - the **"Regulations"**).
- 8.2 For the purposes of this Code, **"Extreme Misconduct"** shall mean the following:
- 8.2.1 selling or trafficking of drugs at the College
 - 8.2.2 being in possession of or using cannabis in contravention of the applicable law
 - 8.2.3 unless duly authorised, being in possession of or use fireworks, explosives or any highly combustible material or any article which is made, adapted, or intended to be used as an offensive weapon
 - 8.2.4 being in possession of or use firearms or imitation firearms, or of any other weapon
 - 8.2.5 being subject to, or convicted of, criminal proceedings in relation to an alleged offence, as defined in the Criminal Code, (Cap. 9, Laws of Malta) in respect of which a term of imprisonment may be given upon conviction as a direct punishment. Such Student shall promptly inform the Principal in writing of such fact, who shall refer such matter to the Rector. The Rector may, at their discretion, refer the matter to the University Committee in accordance with the Regulations
 - 8.2.6 conviction of an offence, as defined in the Criminal Code, (Cap. 9, Laws of Malta), of such severity that a term of imprisonment may have been given as a direct punishment (whether or not a term of imprisonment was in fact imposed), such Student shall promptly inform the Principal in writing, who shall refer the matter to the Rector. The Rector may, at their discretion, refer the matter to the University Committee in accordance with the Regulations.
- 8.3 Where a Student is subject to any criminal investigation or proceedings in relation to any action that amounts to Extreme Misconduct, such investigations/proceedings shall not in any manner affect the initiation or continuation of disciplinary proceedings in the Student's regard in terms of this Code.