



Student Code of Conduct

CTE is committed to providing its students with a welcoming, supportive and safe environment. The following code of conduct has been established in this regard.

Classroom Conduct

Students have the right to study without interference from others. Faculty members must protect this right by creating and maintaining an environment that is conducive to learning and a climate of respect, sensitivity, and courtesy.

Classroom misconduct is any behaviour which disrupts or interferes with the learning experience or encroach upon the expectations of any faculty member. Interruptions and disruptions of the classroom atmosphere inhibit and prevent learning and teaching. Students are required to conduct and express themselves in a mature and considerate manner and in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class as well as following specific guidelines provided by the institution or the faculty member.

Classroom misconduct includes but is not limited to the following:

- Engaging in behaviour that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, and reading unrelated materials.
- Using cell phones or other electronic devices that disrupt the learning process. The use of personal laptop computers, phones, etc. must be used only for activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
- Entering the classroom late or leaving the classroom prior to the end of the class unless exceptional circumstances arise.

Consequences of Classroom Misconduct

Any student who commits an act of classroom misconduct will be subject to sanctions as determined by this Code and/or any policies established by the institution, individual faculty or department. Unlike other violations of this Code, an instance of classroom misconduct can be resolved directly by the applicable faculty member. If a faculty member determines that a student has engaged in classroom misconduct, s/he may impose sanctions, including, but not limited to, the following:

- Giving a warning - an oral explanation of the violation and the possible consequences if misconduct continues;
- Dismissal from the remaining class time during which the infraction occurs
- Required meeting with the Head of Faculty if necessary

If a student is removed from class for a second offense, or if the first offense involves threatening or violent behaviour, the student could be placed on temporary suspension from that class pending investigation by the disciplinary committee.

General Conduct

All students are expected to conduct themselves as responsible citizens and to respect and value the rights of others. Choosing to join the academic community obligates each student to abide by a code of respectful behaviour. The following list contains specific conduct that is prohibited by Charles Telfair Education under this Code. The list is not intended to be exhaustive, and CTE reserves the right to impose sanctions on students for personal actions which may not be expressly identified. CTE's other rules and policies set forth additional prohibited conduct.

Attempts to Defraud

Includes any activity intended to misrepresent any official document or identification used by or issued by CTE.

Bullying

Bullying is systematic intentional behaviour that threatens, intimidates or is intended to threaten or intimidate others. Bullying may take many forms,

including but not limited to, repeated unwanted physical, verbal, or written acts, which are hostile or offensive that target an individual or group and create an intimidating and/or threatening environment or a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as behaviours such as ignoring or dismissing individuals or groups.

- Hostile behaviours include, but are not limited to, inappropriate behaviours that are harmful or damaging to an individual and/or property. Behaviours that are intimidating, threatening, disruptive, humiliating, sarcastic or vicious may also constitute hostile behaviour. Offensive behaviours may include, but are not limited to, inappropriate behaviours such as abusive language, derogatory remarks, or insults.
- Other offensive behaviours may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures or mocking.

Copyright Infringement

Students must respect copyright laws that protect publishers, software owners, artists, and writers. The use of CTE resources to infringe upon copyright laws (print, digital, and Internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopaedias, image files, video files and sound files.

Demonstrations

CTE encourages civilized discourse. However, it will not tolerate any mass assemblies or demonstrations that disrupt the classroom experience, work environment, or movement of others. CTE also forbids all acts of violence, threatening conduct, and physical interference with the facilities or functions of CTE campus. If protestors (or anti-protestors) resort to the use of violence or physical interference, CTE officials may, without delay, invoke the use of legitimate authority to remove all violators.

Disruptive Behaviour

Includes the disruption of CTE activities and business in classes, programs, meetings and other student activities. Disruption may include disorderly conduct, indecent behaviour, breach of peace, or aiding, abetting or procuring another

person to breach the peace on CTE premises or at functions sponsored by or participated in by CTE.

Unethical and Unacceptable Use of Technology

The use of technology resources is subject to local laws and to CTE's applicable policies and guidelines.

Gangs

Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colours, signs, or graffiti. A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Behaviour on or about CTE premises or at CTE-sponsored events that creates conflict or an atmosphere of intimidation or creates a clear and present danger to life or property, or disrupts orderly operation, is prohibited.

Hazing

Hazing means any act that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause degradation, cruelty, or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. Hazing is prohibited by CTE.

Illegal Possession/Use of Alcohol and Drugs

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, narcotics, or alcoholic beverages or being under the unauthorized influence of the same on campus. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student, and sniffing toxic vapours.

Smoking on campus

As per Mauritian law, smoking is prohibited from public places include tertiary institutions. Students should always use the designated smoking area outside of the campus grounds.

Illegal Possession/Use of Weapons

CTE prohibits the possession, use, control or distribution of any weapons, including but not limited to, firearms, pellet guns, explosives, dangerous chemicals, knives or other objects or instruments possessed for use as a weapon.

Indecent or Obscene Behaviour

Such behaviour includes, but is not limited to, indecent exposure, urinating or defecating in public, voyeurism, etc.

Misrepresentation

Includes representing or acting on behalf of CTE or another individual when not authorized to do so.

Misuse of Public or Private Property

Includes, but is not limited to:

- Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services;
- Destroying, damaging or littering of any property;
- Conduct that defaces, destroys, damages, or litters any property of CTE or any property of an individual or group.

Obstruction/Abuse of Student Conduct Process

Includes, but is not limited to:

- Failure to comply with any aspect of any student disciplinary process.
- Falsification, distortion, or misrepresentation of information in connection with any student disciplinary process.
- Disruption or interference with the orderly process of a discipline hearing.
- Attempting to discourage an individual's proper participation in or use of any student grievance or appeals process.
- Attempting to influence the impartiality of any student disciplinary process or grievance process, or any CTE individual involved in the process.
- Verbal or physical harassment and/or intimidation of any individual who participates in any student disciplinary process or grievance process.

- Influencing or attempting to influence another person to commit an abuse of any student disciplinary process or grievance process.
- Retaliating against any other CTE community member because of their participation in any student disciplinary process or grievance process.

Refusal to Comply

Students must comply with all lawful directives of CTE officials and agents, including security personnel. Conduct that violates this Code includes but is not limited to: failing to follow such lawful directives of a CTE official; violating the terms of a disciplinary sanction imposed by this policy; and disobedience or insubordination toward CTE officials or designees acting in the performance of their duties. Students are required to produce identification for a CTE official when asked, specifically for their student ID card.

Rioting

Rioting is defined as engaging in, or inciting others to engage in, harmful or destructive behaviour in the context of an assembly of persons disturbing the peace. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of authorized personnel.

Safety Violations

Conduct which endangers the health or safety of any person(s), including, but not limited to:

- Intentionally or recklessly starting a fire or causing an explosion.
- Misusing fire safety equipment, fire escapes or elevators.
- Intentionally or recklessly endangering the welfare of any individual.
- Intentionally or recklessly obstructing fire, police, or emergency services.
- Using, possessing, or storing dangerous chemicals, fireworks, or explosives.
- Using or storing a weapon on CTE property.
- Utilizing any instrument in a manner that endangers or tends to endanger any person.
- Obstructing the free flow of pedestrian or vehicular traffic.
- Failing to comply with the reasonable and lawful directions of CTE officials; and
- Falsely alerting others about an emergency.

Stalking

- A course of conduct involving more than one instance of unwanted attention, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm that individual or place him/her in fear of harm or injury, including physical, emotional, or psychological harm.

Threatening Behaviour Includes, but is not limited to:

- Any written or oral communication, conduct or gesture that causes a reasonable apprehension of physical harm to a person or property.
- Interference by force, threat, harassment or duress with personal safety, academic efforts, employment and/or participation in CTE-sponsored activities.

Note: A student can be responsible for threatening behaviour even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

Threatening or Causing Physical or Other Harm to any Person

Includes any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault, or the threat to use physical violence; use or possession of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.

Unauthorized Access and Use of Facilities and Services

Includes, but is not limited to:

- Unauthorized access or entry (as determined by a CTE official) to CTE buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access.
- Unauthorized possession, duplication or use of keys or access cards for any CTE property.
- Continued occupation of any CTE facility after being requested to leave by a CTE employee, official or designee acting in the performance of their duties.

Violations of CTE Rules, Procedures, and Policies

Students are responsible for making themselves aware of and complying with CTE policies and guidelines.

Complicity in Violating the Student Code of Conduct

CTE does not condone any complicit behaviour that assists or results in a violation of this Code. Such behaviour includes attempting, aiding, abetting, conspiring to commit, hiring someone to commit, or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual, or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to CTE.

Sanctions

The following sanctions/consequences may be imposed by CTE for a violation of the Student Code of Conduct (unless stated otherwise in the Code).

- Verbal warning
- Written warning
- Probation - A period of observation and review of conduct during which the student or organization must demonstrate compliance with CTE standards. Terms of this probationary period will be determined at the time probation is imposed.
- Permanent or temporary removal from a course.
- Permanent or temporary removal from a program.
- Restitution - Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed College property or the property of another. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property affected.
- Suspension - the student or organization has temporary loss of student status for a specified length of time.

- **Expulsion from CTE-** Expulsion is the most serious disciplinary action and means the permanent removal of the student from CTE. The student may no longer participate for any purpose in any CTE activity or be on CTE property owned, operated, leased, or maintained for any purpose except when engaged in official business approved in writing by the disciplinary committee. CTE takes this sanction very seriously. If the disciplinary committee believes that expulsion is warranted, s/he will make a recommendation to the Executive Director of CTE who will constitute a committee to evaluate the recommendation. The Committee may make the decision as to expulsion.
- **Other Sanctions -** Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include but are not limited to: recommendations for counselling, establishment of mandatory behaviour conditions/contract-signing stating agreed-upon behaviour expectations for continued enrolment or reenrolment; loss of access to CTE computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioural infraction; a contract of terms for restitution of damages/stolen property before enrolment is continued and/or records are released; suspension without pay from an on-campus job; and suspension from participation in extracurricular activities, interscholastic or leadership positions, or community service.
- **Revocation of Admission and/or Degree-** Admission to or a degree awarded from CTE may be revoked for fraud, misrepresentation, or other violation of CTE standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree-** CTE may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

Interim Suspension

In certain circumstances, the disciplinary committee may impose an interim suspension prior to the completion of the conduct process. An Interim suspension may be imposed to ensure the safety and well-being of members of CTE community or the preservation of CTE property or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of CTE. During the interim suspension, the student may be denied access to CTE campus (including classes) or to a particular

building or part of CTE property. S/he may also be permitted to access certain CTE property only at select times and on select days. The terms of any suspension shall be determined by the disciplinary committee in consultation with the Head of CTE. Interim suspension does not replace the regular process, which shall proceed on the normal schedule.

Appeal

Any student-party may appeal the hearing committee's decision in writing within five (5) business days of the committee's decision. This final level of appeal is a review of written documentation only.

Appeal Procedures: All appeals must be submitted in writing directly to the Executive Director of CTE. All appeals must include the name, address, and telephone number of the appealing student; and must clearly explain, in detail, the basis for the appeal. The basis for the appeal must address one or more of the followings in detail:

- Whether appropriate procedures were followed
- Whether the sanctions imposed are appropriate, reasonable or just
- Whether the decision was supported or unsupported by evidence; and/or
- Whether all relevant information was available at the time of the hearing.
- If the appealing student fails to follow through with the above-outlined process, the appeal opportunity will be forfeited.
- Executive Director CTE Decision: After reviewing the hearing committee's written decision, along with the written appeal from the student, the Executive Director of CTE shall have ten (10) business days to render a written decision. The decision shall be final, binding, and mailed, by first-class mail, to all the student-parties to the hearing committee process.

All sanctions or disciplinary actions shall be recorded and maintained by the Disciplinary Committee.