School of Business and Innovation

Student Code of Conduct and Associated Disciplinary Procedures

BSBI School of Business and Innovation

BSBI Policy

VERSION 1.4 - SEPTEMBER 2026

Version: 1.4

Originator/Author: Director of Operations

Owner: Head of Operations

Approved by: School Board

Effective Date: January 2022

Review Date: September 2026

Readership: All

Location: Institution website (Policy Portal)

CONTENTS

Introduction 2

Linked documents 2

Key Principles and Expectations 3

Student behavioural expectations 4

General Behaviour in College 4

Document and Information Integrity 5

Behaviour in lectures and seminars 6

Behaviour at BSBI events 7

Compliance with regulations and legal requirements 8

Behaviour in the School's Neighbourhood 8

Off Campus Activities 9

Definition of misconduct 9

Informal resolution 10

Minor disciplinary Offences 10

Serious disciplinary offences 11

Annex 1 - Behaviour Incident Form 13

Introduction

The Berlin School of Business & Innovation (BSBI) encourages and promotes within its premises and environment, a community of respect, trust and discipline. The School's Code of Conduct has been written to support its policy of establishing students' good behaviour, including in respect of academic conduct.

- BSBI recognises that students attend classes to gain qualifications which will help them to enhance their career options. To ensure that all BSBI students can benefit from the learning experiences offered, it is important that everyone behaves in a way that is appropriate, polite and professional. We therefore have the same expectations of students that any professional organisation would have of its employees.

All students are expected to be familiar with this Code and to conduct themselves with due regard to the School's good name and reputation; and the rights of others. The Student Code of Conduct provides a framework, underpinned by and linked to BSBI's **Disciplinary Regulations** including **Anti-bullying and Harassment**. The Code sets out expectations for behaviour to ensure that all staff and students can work together to create a positive environment in which learning and personal development can take place.

The Code of Conduct applies to all persons, other than staff, undertaking a course or programme offered by BSBI. The policy is effective from the day that students accept an offer of a place on their chosen course and will remain in force whilst students are attending BSBI classes or taking any part in any associated programmes or events (on the premises or otherwise) on behalf of BSBI.

Linked documents

- Anti-bulling and Harassment Procedure
- Withdrawal Procedure
- BSBI complaints policy and procedure for students

Key Principles and Expectations

The Student Code of Conduct sets out expectations as to what constitutes appropriate behaviour for students enrolled at BSBI programmes. It is important that all students understand that by enrolling for a course, they are agreeing to comply with the **Code of Conduct**. The BSBI Student Code of Conduct is in place to ensure students and staff can work in a safe and congenial environment. In the event of any major contravention to the Student Code of Conduct, students will be subject to the School's disciplinary proceedings. In the most severe cases of misconduct, action may be taken to withdraw the student from their programme and from BSBI premises.

Such breaches of the Student Code of Conduct include but are not limited to:

- Aggressive or violent behaviour;
- Foul language and any discriminatory statements towards a person's race, gender or religion;
- Damage or the perceived threat to damage School buildings, students and/or staff and/or their property;
- Any activity involving the unauthorised use of drugs or alcohol, including cannabis;
- Tampering with safety equipment (e.g. discharging of fire extinguishers, setting off building alarms deliberately and without valid cause, etc.);
- Breaches of College policies with reference to **Harassment / Bullying or Equal Opportunities**;
- Carrying any weapons on campus including knives.

Under such circumstances an investigating officer (Head of Student Life) will be appointed to gather all information relating to the case. This will be presented to the Student Disciplinary Panel who, based on all evidence and the surrounding circumstance, will decide an appropriate course of action.

Decision making will consider the nature of the offence, the specific circumstance surrounding it, the frequency of occurrence or whether it is a first offence, and ultimately the risks of allowing the student to remain enrolled with the School. If the risks are found to be intolerable, only then panel will move for the withdrawal of the student from studies.

No formal disciplinary outcome will be concluded unless a disciplinary meeting has been held. Formal withdrawal from a study programme is an absolute last resort of any disciplinary proceedings.

The following sections outline the Principles of the Code of Conduct in detail.

Student behavioural expectations

1. All students are expected to be considerate to the needs of other students, staff and any visitors to the School.
2. All students are expected not to engage in any form of misconduct, which is intended or likely to disrupt teaching, learning, study, meetings, examinations, administration or other activities undertaken by or within the School. This also applies to activities held by BSBI outside its premises. Where students misbehave, an **'Incident Report'** (Annex 1) will be completed and disciplinary action may follow.
3. All students must comply with and respect the academic rules of programmes including those relating to intellectual property, completion of assignments and attendance.
4. All students are expected to respect the property of the School and not use it for any unapproved purposes.
5. All students are expected to only use social media responsibly. Any use of **social media** to make statements which would reasonably be considered offensive, discriminatory, defamatory or personally damaging will be followed up and the author subject to the College's disciplinary procedures. Further, legal action may also be taken as required.

General Behaviour in College

Students are required to:

- treat members of the School's diverse community and the BSBI environment with respect and consideration;
- work hard to achieve the targets for aspiration, attitude, attendance and achievement;
- attend, on time, all timetabled classes, activities and individual/group tutorials/ learning support;

- be equipped for all lessons with relevant materials and stationery;
- meet deadlines set for handing in work;
- actively engage with any work experience opportunity within their programme;
- respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech;
- utilise online and media sites responsibly;
- observe appropriate dress code which may require the removal of hats/caps/hoods;
- contribute to College life and the wider community;
- report any absence via STUDENT PORTAL including evidence supporting documents on the day of absence;
- report unsafe, discriminatory or bullying behaviour;
- visibly always wear BSBI ID badge/cards whilst on campus and in class as BSBI reserves the right to refuse admission to all or any part of its premises.

Document and information integrity

Students must ensure that every statement, item of information and document they provide, submit, upload, present, or arrange for another person to provide in connection with BSBI is authentic, materially accurate and not misleading.

Students must not knowingly or recklessly:

a. create, alter, falsify, forge, obtain, purchase, sell, submit, use, or attempt to use any false, altered, misleading, counterfeit or unauthorised document, record or item of information;

b. alter or fabricate a name, date, signature, stamp, letterhead, contact detail, email, screenshot, QR code, barcode, metadata or other verification feature;

c. use a genuine document issued to another person, or falsely represent that a document was issued, approved, signed, endorsed or verified by BSBI or another person or organisation;

d. impersonate, or arrange for another person to impersonate, the author or issuer of a document; or

e. assist, encourage or permit another person to engage in any of the conduct described above.

This prohibition applies to paper and electronic materials, regardless of the method or technology used to create or alter them. Examples include, but are not limited to, sick notes and medical certificates; matriculation, enrolment and student-status letters; transcripts, diplomas and certificates; attendance or assessment records; identification, immigration and financial documents; receipts, emails and screenshots.

It applies both to documents submitted to BSBI and to documents used with a third party that purport to have been issued, approved, endorsed or verified by BSBI.

Conduct prohibited by this section will normally be investigated as a serious disciplinary offence, whether or not the student obtained the intended benefit. Attempting the conduct, or assisting another person, may be treated in the same way as completing it.

Where there are reasonable grounds to question authenticity, BSBI may request an original or certified copy and may verify limited relevant facts with the apparent issuer, in accordance with applicable data-protection requirements. The student will be informed of the allegation and given a reasonable opportunity to provide an explanation and supporting evidence before a disciplinary decision is made.

In addition to any disciplinary penalty, BSBI may decline to rely on the document, reconsider any decision or benefit based upon it, and preserve relevant evidence. Suspected criminal conduct may be referred to the competent authorities where reporting is legally required or where BSBI determines that referral is lawful, necessary and proportionate.

Behaviour in lectures and seminars

Students are always expected to act in a respectful and appropriate manner in class. Students must ensure that they:

- **arrive on time** for the start of a lecture as late arrival is extremely disruptive to other students;
- **respect** the lecturer's authority within the classroom
- **English must be spoken at all times** whilst in lectures or around other BSBI students or staff. It is not allowed to speak any other language other than English in class with respect to students' and lecturers' descent.

- when arriving after the start of a class, enter quietly so as not to disturb other students. Students who arrive **more than 10 minutes after the start of a class may be excluded from signing attendance** and will be marked as absent;
- do not disrupt a lecture or interfere with other students' ability to benefit from it;
- **Phones must be switched off in class. Do not use mobile phones to take or make calls, to send or receive text messages, or to record or send images during lectures.** Special permission may be requested in exceptional circumstances;
- do not consume food or drink in class, other than bottled water;

Behaviour at BSBI events

- when registering for an event, it is mandatory to attend it;
- in cases of unforeseen circumstances leading to a potential absence at an event you registered for, students are required to report it to the organiser as soon as possible before the event takes place by email or telephone or de-registering on the BSBI JobTeaser online platform (applies only to Careers Service events);
- the organiser commits to sending the students a minimum of one reminder about an event they have registered for;
- arrival on time and observation of the dress code, if any has been named by the organiser, is compulsory;
- when arriving after the start of an event, quiet entry is required so as not to disturb other participants and the speakers;
- at hybrid or online events, a full name must be given for the login;
- disruption of speakers or others in the audience must be avoided at all times. All phones must be in silent mode or switched off;
- repeated unjustified non-attendance is in violation of this Code and will lead to a threemonths exclusion from future events at BSBI (*repeated non-attendance is not showing up for two events in a row);
- Single non-attendance might incur a written warning to the student.

Compliance with regulations and legal requirements

All students must act in accordance with national law and BSBI regulations.
The School does not allow:

- use of foul or abusive language or disruptive behaviour, including any form of physical threat or action;
- bullying of any kind and any evidence of bullying, including cyber bullying, this will result in immediate disciplinary action;
- posting of insulting, defamatory, obscene, extremist or threating content onto social media and online communications including texts and emails;
- smoking in any part of the School. Smoking is only allowed outside in designated areas;
- Berlin campus: cannabis consumption is not allowed within 100 metres of BSBI premises – no advertising or sponsorship of cannabis and cultivates associations within the School is permitted. Students found to be in possession of above 25 grams of cannabis for nonmedical purposes will be referred to the competent authorities;
- spitting on BSBI premises or littering;
- carrying of knives, guns or any other offensive weapon on college premises. Any student found to be in possession of any such weapon will be permanently excluded;
- any non-prescription drugs or alcohol onto college premises and any student who is under the influence of any drugs or alcohol will be required to leave the premises.

Behaviour in the School's Neighbourhood

BSBI seeks to build good relationships with its surrounding neighbours. Students are expected to:

- help us build on these relationships by the way they conduct themselves in the surrounding area;
- be considerate to their neighbours, especially regarding noise levels and rubbish;
- act within the law and not engage in activity or behaviour that is likely to bring the School into disrepute
- be aware that incidents involving residents may lead to police action.

Off Campus Activities

There are opportunities for students to undertake activities that will take them off campus. These include external trips and visits as well as work-related learning activities. Any student engaged in a course-related activity is seen as representing BSBI, even if not formally doing so. During these activities students should adhere to the rules of the venue, of the transport companies and where appropriate any other outside organisations involved in the activity.

Definition of misconduct

At BSBI, misconduct is improper interference with the proper functions, services or activities of the School, or those who work or study at BSBI, or action that may otherwise damage the School.

The following are examples of misconduct at BSBI:

1. Disruption of, or improper interference with, the academic, administrative, social or other activities of the School, whether on the premises or elsewhere.
2. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the School or any visitor to the Campus.
3. Violent, indecent, disorderly, threatening or offensive behaviour or language whilst engaged in any activity on the premises.
4. Fraud, deceit, deception or dishonesty in relation to the other students, or member of staff, submitted to work or to the School, or any matter connected with BSBI, including a breach of the “Document and information integrity” section.
5. False or malicious allegations against fellow students or members of BSBI staff.

Disciplinary procedure

In instances where a breach of the Code of Conduct takes place, any member of staff or student who recognises that such a breach has taken place must notify a member of the teaching staff, the Student Life Team or the Operations Team as soon as possible.
The official Incident Report should be completed.

Informal resolution

It is primarily the responsibility of the students to understand and follow the above Code of Conduct. Lecturers are encouraged to discuss potential behavioural difficulties with any student thought to be in a position where s/he may commit a minor or major disciplinary offence.
BSBI advises all students to talk to their lecturer informally to resolve issues.

Minor disciplinary Offences

A. Minor disciplinary offences will be considered by the relevant authorised senior staff member (as appropriate) of the area in which the disciplinary action against the student would be taken.

B. The action imposed may be:

   1. An oral warning and/or a written warning

   2. A formal written warning (recorded on the student's file for such period as is determined by the Head of Student Life or authorised senior staff member)

   3. Requirement that the student pays the cost of the damage caused in relation to loss of or damage to the School's property, or any additional expense incurred by the School or parties involved as a result of the student's action

C. The student who caused the offence shall be called to a meeting to discuss the (alleged) offence, and given seven days to respond fully to the accusation.

D. The student will be informed in writing within 14 days of the meeting of the outcome including any penalty imposed.

E. Where a student fails to comply with a disciplinary penalty set by the Head of Student Life or authorised senior member of staff, action may be taken for serious disciplinary offences.

Serious disciplinary offences

A. A serious disciplinary offence is considered by the Head of Student Life or authorised senior member of staff. Repeated occurrences of a minor disciplinary offence may be deemed to constitute a serious disciplinary offence, and treated accordingly

B. The penalties for serious disciplinary offences may be as follows:

   A. A requirement for a verbal or written apology to any affected person

   B. A formal written warning (recorded on the student's file for the duration of their studies

   C. Requirement that the student pays the cost of the damage caused in relation to loss of or damage to School property, or any additional expense incurred by the School or parties involved as a result of the student's action

   D. Suspension or exclusion from specified facilities within the School

   E. Probation (temporary/permanent) in form of a compliance agreement that will be signed by the student.

   F. Any other resolution by BSBI that may be reasonable in the circumstances of the offence committed leading to a serious disciplinary action by BSBI

   G. Suspension or withdrawal (permanent or temporary) of the student from BSBI

C. When a serious offence is committed by a student, a disciplinary hearing will take place at which all parties involved should be present. The hearing shall convene an investigating team comprising of the Head of Student Life or another senior member of staff and at least 2 other members of staff from relevant departments.

D. An e-mail will be written to the student informing him/her of the behaviour which has led to the disciplinary hearing and to invite him/her to provide names of witnesses and written evidence which may include substantiated mitigating circumstances prior to the hearing.

E. The team will similarly provide the student with the names of witnesses and written evidence of the alleged offence.

F. The hearing shall be conducted in private. In conducting the hearing, the team shall ensure that the student can see all the evidence and that he/she is provided with an opportunity of making a statement in respect of any evidence presented. Notes will be taken and shared with the panel after the meeting.

G. At the conclusion of the hearing, the student and the team shall retire from the meeting. The student will be informed in writing of the panel's decision within fourteen days.

H. If the student is unable to attend the hearing with good reason, the student should notify the Head of Student Life or authorised senior member of staff prior to the hearing. For instance, in the case of ill health, the student is to submit a medical certificate and the team will rearrange the hearing for a later date.

I. The relevant documentation will be saved in the student's file.

Where the student fails to attend the hearing or provide sufficient justification for his/her absence, the team may hold the hearing in the student's absence.

Annex 1

Behaviour Incident Form

This form is to be completed by BSBI staff where a student or students have been involved in a possible disciplinary incident.

Student/s Details (please complete a separate form for each student) :

Surname: _____

Forename: _____

Student Number: _____

Incident Details:

Date incident took place: _____

Location incident took place: _____

Please give details of incident – please give as much information as possible
(continue on additional sheet if needed)

_____

_____

_____

_____

_____

_____

Please give details of any action taken by yourself in regards to this incident

_____

_____

_____

_____

_____

_____

FOR OFFICE USE ONLY

Actions Taken: _____

_____

_____

_____

_____

DECLARATION

I confirm that the information provided on this form is true and correct.

Name: _____

Signature: _____

Date: _____

BSBI School of Business
and Innovation GmbH

Alte Post
Karl-Marx-Straße 97-99
12043 Berlin, Germany
+49 305 85840959
info@berlinsbi.com
berlinsbi.com