

Guidelines for good behaviour at University College Absalon

At Absalon, we are considerate and respectful towards each other, this goes for both students as well as staff – that is good behaviour!

At University College Absalon (Absalon) we focus on creating good learning and working environments in which everyone shows respect for each other and contributes to the creation of a good and safe community. The culture at Absalon is something that we create together, and it is of huge importance for a good study environment.

The purpose of these guidelines is to describe what good behaviour is at Absalon, and to specify which types of behaviour are unacceptable¹. Good behaviour at Absalon is based on the following values:

- Commitment and desire to learn
- Well-being
- Broad-mindedness
- Tolerance
- Respect
- Responsibility.

For whom and when is this document relevant?

These guidelines apply to all students when they are at the campuses of Absalon. They also apply when the students represent Absalon during clinical practise, internships or in other external situations where the students are or ought to be aware that their behaviour may affect the learning environment or reputation of Absalon. These guidelines apply until the student is no longer a student at Absalon.

What is unacceptable behaviour?

At Absalon, any behaviour that spoils or disturbs the good learning environment and working environment is unacceptable.

The following behaviour is not accepted at Absalon (not exhaustive):

1) Violence, threats, violations and harassment

All forms of violence, threats, violations and harassment against staff and/or students at Absalon.

2) Vandalism

Students are obliged to take care of property, buildings and possessions of Absalon or of an

¹ The rules of conduct are stipulated under Section 15, subsection 6 in the regulations of University College Absalon.

internship/clinical practise facility.

3) Theft

4) Forgery, misuse of data etc.

Forgery of documents, including documents which have been issued by Absalon, misuse of data, data hacking, unlawful use of data programs, breach of data safety, theft and/or misuse of other people's research results or works².

5) Unacceptable behaviour on social media and other communication channels

Harassing or defamatory letters, e-mails, text messages, posts on social media etc.

6) Alcohol, smoking and drugs

On festive occasions where Absalon has given its consent you are allowed to consume alcohol at the campuses of Absalon. That apart, you are not allowed to consume or be under the influence of alcohol. It is at all times forbidden to consume or be under the influence of other drugs, and it is also illegal to be dealing drugs at the campuses of Absalon and at internship or clinical practise facilities. Smoking is allowed, however, only in designated areas³.

7) Breach of confidentiality and norms in clinical practise and internship facilities

Students are subject to confidentiality when it comes to sensitive personal data which they have gained knowledge of in their capacity of being a student of a vocational profession⁴. They are also obliged to respect the norms governing patient and citizens contact. The students are also obliged to abide by non-disclosure agreements (NDAs) and the like during an internship or when carrying out a project in a private company.

8) Non-compliance with instructions and orders

Instructions and orders can be issued/given by the staff at Absalon as well as at internship and clinical practise facilities. This may also include signage, notices or mnemonic rules at the premises of Absalon as well as at the internship and clinical practise facility.

What are the possible sanctions?

If a student spoils or disturbs the good education environment there may be situations where Absalon will have to apply sanctions. In such cases, an evaluation of the case will be made, after which the below mentioned sanctions may be applied:

1) Cancellation of admission or enrolment

If a student is enrolled or admitted based on false or incorrect or faulty information, Absalon may cancel the admission or enrolment. At the same time, it is decided whether the student will be allowed to apply for admission at the same or another programme again after a period of time. Any passed examinations and issued diplomas will be annulled. The student will furthermore be reported to the police in case of document forgery.

² Section 22 in the Danish Ministerial Order on Tests and Exams in Vocational Higher Education Programmes no. 18 of 09/01/2020

³ Cf. the law governing smokefree environments.

⁴ The confidentiality is governed by the Danish Public Administration Act

2) Giving a warning

A warning can be given orally or in writing. A warning is an indication that the behaviour which the student has displayed is considered unacceptable. It is also an order to not repeat such behaviour. A warning will be registered in the student's case.

If the behaviour is repeated, this will form the basis for either a new and last warning or a stricter sanction, i.e. a temporary or permanent dismissal.

3) Dismissal from Absalon for a limited period of time

Dismissal for a period of time means that the student is sent on forced leave for that period of time and must hand in his/her student card (leave type BP in SIS). During such period, the student is excluded from all activities at Absalon, including all participation in lectures and examinations. The student will not have access to Studienet and itslearning for such period and will not be entitled to SU (the Danish State Educational Grant and Loan Scheme). A student who is dismissed for a limited period of time cannot be admitted to or enrolled in another programme at Absalon until the sanction period has expired.

4) Permanent dismissal from Absalon

Permanent dismissal signifies that the student is no longer enrolled at Absalon.

5) Reporting to the police

In case of criminal acts, these will be reported to the police in addition to the application of the internal sanction.

Who will be evaluating the behaviour and deciding the sanctions?

Absalon will be evaluating whether the behaviour of a student is unacceptable. This will be in the form of a specific evaluation based on the above descriptions and the commonly accepted behavioural norms.

The Head of Study will be deciding the sanctions

The Head of Study will be making the decision concerning the possible sanction.

The head of the centre will be deciding whether the student will be dismissed permanently

If the Head of Study decides that a student should be dismissed permanently, the decision must be discussed with Uddannelsesjura (the department responsible for judicial education matters). Then the final decision regarding the dismissal will be made by the head of the centre for the programme area in question.

How will the sanction types be decided on?

When deciding on a sanction type importance is placed on the severity and damaging effects of the student's behaviour towards others and for Absalon. Importance is also placed on the student's possible former warnings or on whether there is a risk of recurrence. Finally, it is estimated whether the interest of Absalon can be met by imposing a less severe sanction.

Severe breaches or recurrences

Severe breaches or recurrences are considered an aggravating circumstance which will typically result in time-limited or permanent dismissal.

Ignorance and negligence

There will be no freedom from responsibility even if the students are not aware of the rules they have broken. Absalon can apply sanctions even if the actions of the student have been negligent.

What are the complaint options?

The student cannot file any complaints concerning the sanction, however, the student has the option of complaining if the student believes that any formal mistakes have been made during the handling of case. This may e.g. be the lack of a consultative procedure.

Deadline for complaints

The student must send the complaint to uddannelsesjura@pha.dk at the latest 1 week from when the student received the decision.

Further complaints progress

If the Head of Study maintains his or her decision, the Head of Study will prepare a statement which the student will be given the option of commenting on within a deadline of 2 weeks. After that, the case is forwarded to the Danish Agency for Science and Higher Education (Styrelsen for Forskning og Uddannelse).

When do these guidelines come into force?

The guidelines come into force on 1 September 2020.