

GENERIC CODE OF PROFESSIONAL CONDUCT AND FITNESS TO PRACTISE

Please note that students, who are in the UK or wish to remain in the UK as a Student under the Student Route (previously Tier 4) of the Points-Based System, will also be subject to University requirements regarding attendance under the points-based system, above and beyond the professional requirements in this code.

1. INTRODUCTION

- 1.1. I understand that successful completion of the academic qualification I am seeking leads to admission to a professional body and/or statutory registration and that I am required, during my studies, to adhere to the requirements of that professional body and any related statutory body [cross reference to relevant document to be inserted by College]. I recognise that this Code of Professional Conduct and Fitness to Practise identifies the behaviour required of me, and that it is supplemented by the relevant professional body Code or guidance [cross reference to relevant document to be inserted by College, e.g. For XXX programme students, this is the [Name of Professional Body] [Name of Professional Standards document]]. I understand that this Code and the professional body Code or guidance referred to above applies to me whilst I am registered on an intercalated programme of study. I understand that breaches of this Code and/or the professional body code or guidance referred to above may lead to disciplinary action including my withdrawal from the University or the inability of the University to provide me with a supportive professional reference. In the event of any breach of this Code and/or the professional body Code or guidance referred to above, I understand that I may be treated differently to other students of the University of Birmingham who are not subject to this Code.

2. PERSONAL BEHAVIOUR

- 2.1. I will always behave in a manner appropriate to my position as a student of the University studying for a qualification, the successful

completion of which leads to entry to a professional body and/or statutory registration.

- 2.2. I understand that behaviour including, but not limited to, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol, will lead to disciplinary action under this Code and may also lead to my withdrawal from the programme of study. I recognise that such disciplinary action may include consideration of any criminal convictions, which could include those for offences that are not connected with my studies and for offences committed prior to my registration as a student of the University. I understand that, where relevant, if matters become known regarding any disciplinary action taken by a previous employer, the University will consider whether I made a false statement during the admission or registration process that means my registration to the University may be declared void.
- 2.3. I agree to notify the appropriate person in the College if I receive a criminal conviction, caution and/or Community Resolution Order after my application to the University. I understand that I must notify the University of this because the University requires this information to ensure the safety of members of the public, and to safeguard public confidence in the profession. I understand that a criminal conviction or caution may lead to my suspension from certain aspects of my study until the relevant provider's duty of care can be assured. I understand that this may lead to the need for me to extend my studies where it has not been possible to arrange replacement activities. I understand that I may have to disclose "spent" convictions (as defined in the Rehabilitation of Offenders Act (1975)) to the professional body to which I am seeking membership and that, if I receive a criminal conviction or caution, that this may never be treated as "spent" by the University, or the professional body to which I am seeking membership or any placement provider.
- 2.4. I understand that in accordance with the University's Student Privacy Notice (<https://www.birmingham.ac.uk/privacy/students.aspx>) the University may share with relevant partnership placement providers (i.e., the placement provider where it is intended that I undertake the placement):

2.4.1: relevant information contained in the Disclosure and Barring Service (formerly CRB) disclosure made against me, when it is requested by the placement provider, as a pre-condition of that placement, and

2.4.2: relevant information in connection with or arising from misconduct and fitness to practise proceedings taken by the University against me.

2.4.3: relevant information in relation to any allegation or concern relating to my fitness to practise.

- 2.5. I understand that if information contained in a Disclosure and Barring Service disclosure and/or information in connection with or arising from misconduct and fitness to practise proceedings taken by the University against me, is not shared with the placement provider, I may be unable to complete the necessary placements which may impact my ability to complete my studies.
- 2.6. I understand that the University may share with the professional body of which I am seeking membership, relevant information in connection with or arising from misconduct and fitness to practise proceedings taken by the University against me.
- 2.7. I understand that if information in connection or arising from misconduct and fitness to practise proceedings taken by the University against me is shared with the professional/regulatory body of which I am seeking membership, it may impact my ability to register successfully with that professional body.
- 2.8. I understand that the outcome of any fitness to practise proceedings may remain on my student record and relevant information arising from these proceedings may be disclosed in response to a reference request made by a prospective employer or educational establishment. I understand that this may result in the inability of the College to supply a positive character reference.

3. BEHAVIOUR TOWARDS OTHERS

- 3.1. I will always treat my [please delete as appropriate] patients/clients/students/service users*, colleagues, staff and other members of the University or partner institutions with due respect and conduct myself in a professional, honest, decent, and courteous manner, including in electronic communications and on social media platforms. During my studies, I will use language appropriate to the situation and people involved.
- 3.2. I understand the importance of valuing diversity and respecting different perspectives. I will acquire an understanding of working with diversity, including but not limited to, gender, race, and culture, in order to work with my [please delete as appropriate] patients/clients/students/service users/people with lived experience* appropriately.

4. APPEARANCE AND PROFESSIONAL PRESENTATION

- 4.1. I will ensure that I maintain a standard of personal presentation that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.
- 4.2. I will follow any guidelines or requirements regarding dress or personal presentation of the programme, or any placement provider and I will familiarise myself with any such guidelines or requirements before commencing the programme and/or any placement.

5. LEARNING

- 5.1. The content of my programme of study is designed to meet the requirements of a professional and/or statutory body [cross reference to relevant document to be inserted by College]. I will pursue my studies with reasonable diligence (in accordance with University Regulation Section 5) ensuring that I avail myself of the educational opportunities made available and I will seek to acquire the range of skills and knowledge identified in the relevant professional, regulatory and/or statutory body guidance. [Cross reference to relevant document to be inserted by College]

- 5.2. On each placement, and at intervals throughout the year, judgements will be made about my progress. I understand that I cannot progress on my programme of study without meeting all elements of the professional capabilities and competencies framework at the appropriate level.
- 5.3. I understand that should I fail a placement, or a placement be withdrawn by a placement provider as a result of my behaviour, and the University is unable to find a suitable placement (as required to complete my programme of study), this may impact on my ability to complete my programme of study and may lead to my transfer from the programme of study or withdrawal from the University.
- 5.4. I agree to be open to learning from different viewpoints and to engage in open and constructive discussion that facilitates the learning of others.
- 5.5. I understand that I must take responsibility for my own learning through meeting the programme's attendance requirements at lectures, tutorials, seminars, placements and practicals/clinics and through being suitably prepared for them. I will notify the appropriate person or department at the University and/or at the relevant placement provider, in accordance with University and/or College and/or placement provider guidelines, if I am to be absent from any part of the course, due to sickness or other reasons, and I will make up the lost learning opportunity, making appropriate use of College support structures [cross reference to relevant document to be inserted by College]. I understand that if I persistently fail to follow my programme of study with reasonable diligence that I will be subject to disciplinary action under this Code.
- 5.6. I will not disrupt the delivery of teaching or the learning experience of fellow students and will not jeopardise the health and safety of those involved, during attendance at lectures, tutorials, seminars, and practicals/clinics.
- 5.7. I understand that if I behave dishonestly during the assessment process (including academic misconduct) I will be subject to disciplinary action in accordance with University Regulation 8 – Student Conduct and may be excluded from my programme of study.

- 5.8. I understand that if I behave dishonestly in relation to my attendance by falsifying signatures, using attendance codes provided by other students, or by other means I will be subject to disciplinary action under this Code.
- 5.9. I understand that if I behave dishonestly in relation to the attendance of others by falsifying signatures, providing attendance codes to students not in attendance, or by other means I will be subject to disciplinary action under this Code.

6. INSIGHT (SELF-AWARENESS AND REFLECTION)

- 6.1. I understand that I should recognise my own personal and professional abilities and limits, be self-aware and reflective. When appropriate I should seek support and follow advice and guidance.
- 6.2. I understand that I must demonstrate consistently appropriate standards of personal and professional conduct, act with honesty and integrity, and maintain acceptable standards of ethics and behaviour in keeping with my profession.
- 6.3. I understand that a lack of insight into health or professional concerns may bring my fitness to practise into question and may lead to referral to a College Fitness to Practice Committee.

7. BARRIERS TO LEARNING OR PROFESSIONAL PRACTICE

- 7.1. I have read, if applicable, the School-specific appendix to this Code which outlines the conditions which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads. I understand that if I have, or may have, any of these conditions I must report this to the College.
- 7.2. I understand that I must declare to the appropriate authority within the College anything that might affect my ability to fulfil my role competently or may affect my fitness to practise. I understand that I must disclose if I have been or am charged, arrested, interviewed or

otherwise investigated by the police or have been or am subject to criminal or regulatory proceedings (regardless of their subject matter or prospective or actual outcome), anywhere in the world.

- 7.3. I agree to cooperate with any investigations by the College, the University, or any placement provider into my fitness to practise or conduct or the fitness to practise or conduct of others.

8. HEALTH AND WELLBEING FOR LEARNING AND PROFESSIONAL PRACTICE

- 8.1. I understand that that I must provide such information as is reasonably requested by the appropriate authority within the College about my own health and wellbeing in the interests of [please delete as appropriate] patient/client/student/service users'/people's with lived experience* safety.
- 8.2. I understand that I need to meet the standards or required capabilities of the professional body of which I am seeking membership, and that the University cannot adjust these standards or required capabilities, I understand that – subject at all times to the University's compliance with its Code of Practice on Reasonable Adjustments – if I have a medical condition or disability (whether or not it is formally diagnosed) it is my responsibility to manage this and find appropriate coping mechanisms in order to meet any relevant required capabilities.
- 8.3. I have reported to the appropriate authority within the College any specific requirements I may have to enable me to follow my programme of study (including any physical, health or learning requirements) and I agree to work with the College or support services provided to address these requirements.
- 8.4. I agree to report to the appropriate authority within the College any pre-existing or new medical condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, as soon as I become aware of it. In the event of any pre-existing or new medical condition arising I agree to work with the College or support services provided. I understand that failure to work with the College or support services provided may lead to referral to a College Fitness to Practice Committee.

- 8.5. I understand that failure to report any pre-existing or new medical condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, may lead to my withdrawal or transfer from my programme of study.
- 8.6. I understand that if I do not disclose a pre-existing or new medical condition, it might affect my ability to later rely on my condition as mitigation when my fitness to practise is being considered.
- 8.7. I understand that my programme of study requires me to reach a standard of health clearance and will endeavour to achieve this by participating in a vaccination and blood screening schedule, within the timescale(s) specified by the University. If I choose to opt out of this schedule, I will inform the Programme Lead and Occupational Health Provider and will follow any advice given by them.
- 8.8. I understand that failure to make and attend Occupational Health appointments without good reason may result in my diligence being called into question and may also result in me being unable to attend placements, which may impact on my ability to complete my programme of study.
- 8.9. I understand that if there are concerns about my use, misuse or abuse of alcohol, drugs, or other substances I may be asked to consent to undergo drug/alcohol/ substance screening:
- If a report or concern (including a self-disclosure) is received by the University in connection with the above matters, even if the University does not commence an investigation under its legislation; and/or
 - If an investigation is commenced by the University under its legislation in connection with those concerns; and/or
 - If, following an investigation commenced by the University under its legislation in connection with those concerns, a condition is imposed on by the University in order to demonstrate to it or to any relevant external regulator that I have maintained a sustained period without inappropriate use, misuse or abuse (as applicable) of alcohol, drugs or other substances;

in each case on an announced or unannounced basis.

9. DUTY OF CARE

- 9.1. I will always act in the best interests of my [please delete as appropriate] patients/clients/students/service users/people with lived experience * and conduct myself in a professional manner in all aspects related to [please delete as appropriate] patient/client/student/service user/people with lived experience * care.
- 9.2. I will agree to familiarise myself with all College, partner institution and placement guidelines, including health and safety guidelines, codes of conduct and, where relevant, employment contracts, in advance of and during [please delete as appropriate] patient/client/student/service user/people with lived experience * contact (cross reference to relevant document to be inserted by College), and will apply these guidelines in all dealings with them. I understand that breaching these guidelines and codes of practice may lead to disciplinary action under this Code and may include withdrawal from my programme of study.
- 9.3. I understand that dishonesty, involving the falsification of [please delete as appropriate] patient/client/student/service user/people with lived experience * records, may lead to disciplinary proceedings which could in turn lead to withdrawal from my programme of study.
- 9.4. I recognise that during my studies I may be placed in a position of trust and as such, sections of the Sexual Offences Act 2003 (as amended) apply in relation to that position of trust.

10. DUTY TO REPORT

- 10.1. I agree to report to the appropriate authority and to the College any action by others which may put [please delete as appropriate] patients/clients/students/service users/people with lived experience* at risk, or any safeguarding concerns about children or vulnerable adults that come to my attention and where action may be needed to prevent or address risk of harm. I understand that failure to do so may lead to disciplinary action being taken against me.

10.2. I understand that if I have concerns about other students, staff, placement environments, the programme of study, and/or the University, I must use the appropriate University and/or third-party procedures to raise these concerns. I understand that where I am unsure of the appropriate procedures, I can seek advice, for example, from Guild Advice at the Guild of Students which offers free, confidential, and impartial information and support.

11. CONFIDENTIALITY

11.1. I understand that I may have access to confidential personal information and that I am required to comply with the data protection legislation and, where appropriate, profession-specific duties of confidentiality. I understand that I may not disclose this information to any third party, other than in accordance with the relevant professional code or in accordance with the law.

11.2. I understand that I must not use my position to access the notes of anyone other than the [please delete as appropriate] patients/clients/students/service users/people with lived experience* that I am directly treating/working with, unless I have been given express permission from a relevant and appropriate member of staff to do so and/or in accordance with the policies and procedures of the responsible organisation.

11.3. I understand that I must always ensure the confidentiality and security of personal information that I may handle. I understand that I must not disclose information that could identify [please delete as appropriate] patients/clients/students/service users/people with lived experience* to those not involved in my learning (with the exception of safeguarding concerns outlined in section 9), whether that be in person, electronically or on social media. I understand that if I am concerned there has been a breach of security or confidentiality (either by myself or a third party), I must inform [insert name] promptly and without undue delay, and in any event, normally within 24 hours of becoming aware of the matter.

11.4. I understand that failure to comply with these requirements may lead to disciplinary action being taken against me.

**Agreement to abide with the Code of Professional Conduct and
Fitness to Practise**

I understand that the contents of this document do not absolve me from complying with other University regulations currently in force. The requirements of the professional body or University Regulations may be revised from time to time, and I will comply with any revision.

I (FULL NAME)

Have read, understood, and agreed to abide by the above Code of Professional Conduct and Fitness to Practice. I understand the School, or the University will make my personal data available, on a confidential basis, to members of a Misconduct and Fitness to Practise Committee convened to consider my conduct and/or fitness to practise.

I understand that if I am referred to a Misconduct and Fitness to Practise Committee, details may be disclosed to any professional/regulatory body of which I am a member.

I am currently a member of the following professional/regulatory body (tick box)

British Psychological Society	
Chartered Society of Physiotherapy	
College of Social Work	
General Dental Council	
General Medical Council	
General Pharmaceutical Council	
Health and Care Professions Council	
Nursing & Midwifery Council	
Social Work England	
Other (please state):	

(SIGNATURE)

(DATE)