

UNIVERSITY OF
BIRMINGHAM

**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 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 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 Colleges). 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 Colleges). I understand that breaches of this Code may lead to disciplinary action including my exclusion 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, 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 at all times 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, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol, will lead to disciplinary action under this Code and may result in the

inability of the College to supply a positive character reference on completion of the qualification. It may also lead to my exclusion 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, consideration will also be given to any disciplinary action by a current or previous employer.

- 2.3. I undertake to notify the appropriate person in the College should I be subject to a criminal conviction, caution and/or Community Resolution Order subsequent to my application to the University. I understand that the reason I must notify the University of this is because the University requires this information to protect the public against malpractice, unfitness, incompetence or other seriously improper conduct and/or for social protection and health and social care purposes. 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, should I be subject to a criminal conviction or caution, 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 the College will share with relevant partnership placements (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 fitness to practise proceedings taken by the College against me.

- 2.5 I understand that if information contained in the Disclosure and Barring Service disclosure made against me and/or information in connection or arising from fitness to practise proceedings taken by the College 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 College will share with the professional body to which I am seeking membership, relevant information in connection with or arising from fitness to practise proceedings taken by the College against me.
- 2.7 I understand that if information in connection or arising from fitness to practise proceedings taken by the College against me is shared with the professional body to which I am seeking membership, it may impact my ability to register successfully with that professional body.

3. BEHAVIOUR TOWARDS OTHERS

- 3.1. I will at all times treat my 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. During the course of my studies, I will use language appropriate to the situation and people involved.
- 3.2. I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with my patients/clients/students/service users* appropriately.

4. APPEARANCE

- 4.1. I will follow the College guidelines on standard of dress (Cross Reference to relevant document to be inserted by College) and will ensure that I maintain a standard of appearance that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.

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 and/or statutory body guidance. (Cross Reference to relevant document to be inserted by College)
- 5.2. I understand that I must take responsibility for my own learning through attendance at lectures, tutorials, seminars and practicals/clinics and through being suitably prepared for them. I will notify the appropriate person or department, in accordance with University and/or College 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. I understand that if I behave dishonestly in relation to my attendance or the attendance of others by falsifying signatures or other means I will be subject to disciplinary action under this Code.

6. INSIGHT

- 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 should 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 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 and which should be reported.
- 7.2. 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 undertake to work with the College or support services provided to address these requirements.
- 7.3. I undertake to report to the appropriate authority within the College any pre-existing or new 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 condition arising I undertake 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
- 7.4. I understand that failure to report any 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 exclusion or transfer from my programme of study.

8. DUTY OF CARE

- 8.1. I will at all times act in the best interests of my patients/clients/students/service users* and conduct myself in a professional manner in all aspects related to patient/client/student/service user* care.
- 8.2. I will undertake to familiarise myself with all College and partner institution guidelines, including health and safety guidelines, codes of conduct and, where relevant, employment contracts, in advance of and during patient/client/student/service user* 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, will lead to disciplinary action under this Code, and may include exclusion from my programme of study.
- 8.3. I understand that dishonesty, involving the falsification of patient/client/student/service user* records, may lead to exclusion from my programme of study.
- 8.4. I recognise that in the course of my studies I may be placed in a position of trust and that as such I am subject to the requirements of the Sexual Offences (Amendment) Act 2003. I understand that failure to comply with the Sexual Offences (Amendment) Act 2003 will lead to disciplinary action under this Code and may result in my exclusion from the programme of study.

9. DUTY TO REPORT

- 9.1. I undertake to report to the appropriate authority and to the College any action by others which may put patients/clients/students/service users* at risk. I understand that failure to do so may lead to disciplinary action being taken against me.

10. CONFIDENTIALITY

- 10.1. I understand that I may have access to confidential personal information and that I am required to comply with the data protection legislation. 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. I understand that failure to comply with this requirement will lead to disciplinary action under this Code.
- 10.2 I understand that at all times I should ensure the confidentiality and security of personal information that I may handle and that if I am concerned there has been a breach of security or confidentiality (either by myself or a third party), I should inform [insert name].

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)

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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 Fitness to Practise Committee convened to consider my Fitness to Practise.

I understand that if I am referred to a Fitness to Practise Committee, details may be disclosed to the 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	
Other (please state):	

(SIGNATURE) (DATE)