

Student Code of Conduct Policy

1. Introduction

- College is a caring learning community which respects the rights and duties of each student to enjoy a safe, positive, congenial and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members.
- As members of the college community, all students are expected to abide by its code of conduct.
- Positive behavior is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to College Disciplinary Policy and Procedures, which outlines actions in response to breaches of this code.

2. Code of conduct for students

- This code relates to students' conduct throughout their time at College and should be followed whilst students are both on and off college grounds, where ever applicable.
- Students may contact any member of college staff if they have any concerns during their stay at College. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so anonymously in writing, if required.

2.1. *General conduct Students should:*

- Treat their fellow students, members of staff, visitors, and homestay providers courteously.
- Follow appropriate instructions given by staff members from time to time.
- Be honest
- Positively represent the college
- Positively represent values and culture
- Avoid the use of offensive, abusive, filthy language
- Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.
- Inform any staff member if they are concerned about a fellow student
- Dress appropriately for college activities and external trips/visits and in college.

2.2. *Discrimination*

- Discrimination in any form will not be tolerated at College.
- Students should behave in a way that is respectful, tolerant and accepting to others which does not discriminate against others on any grounds, including age, gender, race, nationality, language, culture, religion, disability, health, status and appearance etc.

2.3. *Bullying and harassment*

- Bullying and harassment/Ragging in any form will not be tolerated at College.
- Students should not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying.
- Report any incident where they feel bullying or harassment is taking place

2.4. *Security Measures for Students:*

- Wear their college identity card at all times whilst on college and show it to college staff on demand.
- Not lend their identity card to anyone else.
- Not use their identity card to let other people into or out of college premises.
- Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement.
- Not leave personal belongings unattended or unsecured on college premises
- Report suspicious persons /packages or items to a member of staff or to Security

2.5. *Health and safety for Students:*

- Declare any known medical conditions to a member of staff
- Provide details of any medication they are taking and/or have with them at college to a member of staff
- Use equipment safely/in accordance with safety instructions Report health or safety concerns to a member of staff
- Report accidents/safety-related incidents to college staff
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- Inform staff if they are injured or feeling unwell, particularly if they cannot attend the college, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency
- Report to a member of staff if a fellow student needs urgent medical attention
- Sound the fire alarm in the event of a fire and evacuate the building
- Not tamper with safety or medical equipment
- Not bring pets into college premises, including hostels
- Not bring babies or young children onto college grounds without prior consent from the college authorities.

2.6. *Student Welfare:*

- Follow guidance given by the college to safeguard their welfare
- Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

2.7. *Alcohol, narcotic and illegal /psychotropic substances:*

- Students should not: a. Purchase, Store and consume or be under the influence of alcohol/narcotics on college grounds or at college events
- b. Purchase alcohol for anyone else
- c. Store, attempt to obtain, purchase, share or use illegal/ psychotropic substances at any time.

2.8. *Smoking*: This relates to all tobacco products and e-cigarettes/vaporizing products. Students should not:

- Smoke anywhere on college premises
- Purchase or solicit tobacco products

2.9. *Criminal /Anti-Social Activity*:

- Criminal activity in any form will not be tolerated at College. Students should:
- Not engage in, encourage, condone or conceal criminal activity
- Seek the help of the police, college staff, the Proctor or an external specialist group if they become the victim of serious crime
- Report to a member of staff all criminal activities of other students or members of staff.

2.10. *Intimidation, aggression and violence*:

- Intimidation, aggression and violence in any form will not be tolerated at College.
- Not engage in, encourage or condone intimidating, aggressive or violent behavior
- Report to a member of staff any serious incidences of aggressive or violent behavior of other students or members of staff
- Report to a member of staff any examples of students using intolerant language or promoting or identifying with extremist views or groups.

2.11. *Attendance at college*:

- Attend all timetabled lessons, tutorials and activities unless they have received prior authorization for absence or are unwell
- Students who require time off college for legitimate reasons should request authorization for absence according to the college's Attendance Policy
- Students who are unwell and cannot attend college should inform the college on the first day that they are unwell.

2.12. *Learner conduct*:

- Behave in a way that allows them and others to learn
- Arrive on time for all classes and other events associated with their studies, and bring with them any required materials and equipment
- Use electronic devices during timetabled activities only when permitted to do so
- Refrain from using any photographic or video-recording devices during timetabled activities without the consent of fellow students and/or college staff
- Complete all work themselves and within the stipulated time.

- Abide by the assessment regulations set out by the College and the awarding/ validating bodies for their academic program, where ever applicable
- Must not plagiarize work from other sources, i.e. internet or another student

2.13. Use of college resources and facilities:

- Treat resources and facilities belonging to the college with respect and due care.
- Leave resources and facilities tidy/clean after use
- Not remove or alter resources and facilities without permission Use college resources only for their intended purpose(s)
- Not leave personal information or belongings behind after using resources and facilities.

2.14. Use of the internet:

- Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them
- Not post images of fellow students or members of staff on the internet
- Not share any pornographic imageries
- Not access private, secure or financial material on public devices
- Not access inappropriate material on public devices
- Not access or download illegal material
- Not purchase inappropriate items, or items that they are too young to purchase, online.

2.15. Conduct on external trips and visits:

- Pay attention to and follow welfare, health and safety instructions given by members of staff
- Act in a way that positively promotes the college
- Not do anything that puts others in danger

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