



Code of Conduct and Student Discipline (QL0011)

General

All College members should treat everyone as of equal value and behave towards other people with responsibility, sensitivity, courtesy and compassion.

All staff and students must display their College ID Card at all times.

Code of Conduct

All students of the College are under a contractual obligation to act in accordance with the College Codes of Conduct and Discipline set out below, whether or not during College terms.

Breaches of the Code of Conduct may lead to disciplinary action being taken against a student and repeated breaches or a single very serious breach may result in a student being suspended or expelled from the College.

Attendance and Achievement

Punctual attendance at classes, tutorials and examinations is an essential condition of the Learner Agreement and College membership. In the case of a student who has failed to attend classes for no good reason, the College reserves the right to deem that the student has left, to refuse to enter the student for examinations, to decline to pay exam fees or to refuse to allow progression to the next year.

It is the student's responsibility to ensure any assessed work is completed by the stated deadlines and is handed to the lecturer who set it. Assignments will be assessed and normally returned within ten working days of the due submission date. Students are expected to manage their own learning and achieve to their full potential.

Dress and Behaviour

All College members must be clean and decently dressed, and must not appear in any way threatening or have any badges or slogans on themselves, their clothes or property which could be regarded as racist, sexist, discriminatory or otherwise in breach of the College Code of Conduct.

For particular areas or activities there may be specific rules on dress and appearance for example, in hair and beauty salons, training kitchens, restaurants or on a visit to a firm.

Smoking on the campus is not allowed. Swearing, spitting and dropping litter on College premises may each lead to disciplinary action.

Students must not behave in a noisy or unruly manner. Bullying, cyberbullying, intimidating, taunting, the use of or threat of violence to any person, endangering the health and safety of others, criminal activity, or bringing the College into disrepute are examples of behaviour that will be treated by the College as gross misconduct and therefore likely to lead to suspension and/or expulsion.

Illegal Drugs

Possession of illegal drugs or any association with their use or sale would be grounds for expulsion.

Alcohol

Alcoholic drink may not be brought onto or consumed on the premises. Nor may anyone be present on College premises who, in the view of the College's judgment, is under the influence of alcohol.

Mobile Phones and Similar Devices

Mobile phones must be switched off in lessons and the Library/Learning Centres and are not allowed in examination rooms.

Searches can be made for alcohol, illegal drugs or stolen property. (See Guidelines on Restraining and Searching Students)

The College will also search students prior to entering or leaving an exam room if there are reasonable grounds to suspect that a student is in possession of a mobile phone as they are prohibited in the exam room.

Students can be searched if there is a suspicion that they intend to cause themselves personal injury.

Equipment, Books, Furniture, Property and Buildings

Equipment, books, furniture, property, buildings and the environment must be properly looked after. Damage, whether accidental or not, must be reported at once to a member of staff and may have to be paid for.

Litter must be put in litter bins.

Vehicles, Cycles and Skateboards

The speed limit on College car parks is 10 mph. Cycles should not be ridden on the campuses. Skateboards are not to be used as they present a safety issue to other College members.

Parking

Access to Car Park A, Whittingham Road, is by permit only.

Permits will be issued on a case by case basis dependent on a student's personal circumstances. The general rule being that students should use public sector or the College express vehicles and will not be allowed car park passes unless they are:-

1. Disabled or have an authorisation to park because of a medical or health condition.
2. Unable to access the College because of lack of either Express Coach or public transport facilities.

If you feel that you meet one of these conditions, applications for student permits should be made to **Student Services, in Block 2**. A full UK driving licence, comprehensive or named insurance and a £21 deposit are required with the application.

Pedal Cycles - Cycles may be left in racks.

The Police and Criminal Acts

It is College policy to report to the police any suspected crime involving the College, including such things as theft or damage to property on the premises, and to assist the police in any subsequent enquiries. This would not preclude internal disciplinary measures also being taken by the College which are not bound by the results of any police proceedings against students.

Reviewed/Approved	By	Date
Updated by	Alex Griffin	3 June 2015
Approved at		
Review Date		