

# STUDENT CODE OF CONDUCT

Students will be expected to take responsibility for their own learning by:

- Attending all classes fully and punctually
- Arriving properly equipped for all lessons
- Working to the best of their ability
- Asking for help, advice or learning support if needed
- Following assessment and examination regulations and procedures
- Meeting deadlines and required standards
- Submitting only their own work for assessment and not copying work from other students, the Internet or other sources

Students will also be expected to:

- Behave with respect and show courtesy to all staff, students and visitors
- Respect differences between members of the College community, including but not limited to culture, religious belief, disability, sexual orientation, age and learning style
- Follow the reasonable instruction of any member of College staff
- Follow policies and guidelines for the use of equipment and the Library
- Not smoke anywhere on the premises including the terrace and in front of the doors of the college
- Eat and drink only in designated areas and not in classrooms, corridors or other learning areas.
- To keep mobile phones on silent and away in your bag during lessons
- Take care of your own property and that of others
- Use appropriate language – e.g. by not swearing or using abusive or offensive language
- Treat the College facilities and environment with respect i.e. put your rubbish in the bin, keep areas clean and tidy and do not damage college property
- Attend College in a suitable state for lessons, e.g. by not being under the influence of drugs or alcohol
- Abide by the law at all times and not commit any criminal act
- Behave in a way that does not disrupt learning or bring others into danger
- Assist in maintaining the security of the College buildings and property
- Carry a valid ID card at all times, and to produce it on request
- Comply with all necessary Health and Safety regulations

NB: The behaviours described above are examples only; there may be circumstances when students will be disciplined for inappropriate behaviour that has not been made specific in this document. This code of conduct applies to all students whilst on the College premises, and on visits organised by the College.