



# South Gloucestershire and Stroud College

## Higher Education & Professional Student Code of Conduct 2020-22

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<b>Approved by:</b>	Corporation
<b>Date of Approval:</b>	

## **Higher Education & Professional Student Code of Conduct 2020-22**

This ***Student Code of Conduct*** sets out the College's expectations about appropriate student behaviour for an outstanding learning experience. This Code is applied to all Higher Level and Professional students of the College from enrolment up to the completion of their studies. An important principle of this Code is that it promotes a holistic view of the life as a student; and, that what an individual may believe to be an isolated or minor incident could actually have quite serious implications on their course of study. Therefore, the College expects all students to conduct themselves to the highest possible standards of behaviour; working in partnership with us and peers to maintain a professional, respectful, safe, supportive and successful learning environment for all.

This Code of Conduct should be read in conjunction with the College's Behaviour Policy, the Fitness to Study Policy and Procedure, Students as Partners Strategy, Assessment and Appeals Policy and Complaints Policy.

### **Standards of Personal Behaviour**

This Code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines. This Code is not intended to be an exhaustive list of standards and guidelines.

#### **Prepare**

The College does not operate a formal dress code, other than for those who are provided with a uniform and/or protective clothing. All students are expected to ensure that their attire is appropriate for the situation in which they are working and that they present a professional image that reflects sensitivity to our stakeholders. This includes wearing, visibly, a College lanyard and ID card.

Students are expected to attend all aspects of their programme and, at all times, be adequately prepared to engage in learning activities.

#### **Aim High**

We are partners in learning and as such the College expects all students to support the College's desire to be outstanding.

#### **Be Safe and Respectful**

The College expects all individuals to follow all reasonable rules and instructions given by those supervising or managing their activities. Core values of the College are the promotion of inclusivity, diversity and respect for British Values. The College seeks to guarantee a learning environment where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, disability sexual orientation, age, faith, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Users of the College's facilities and equipment must follow relevant guidelines when using specialist equipment, behave reasonably and appropriately towards others. In particular students must, at all times, endeavour to stay safe and refrain from any activity that may place themselves and/or others at risk.

All students must follow Health and Safety guidance and adopt ethical working practices.

Students are expected to seek support and engage with the support, should they need it, at the earliest opportunity, from the College, for example by contacting their tutor or the HE Academic Support Specialist/ HE Disability Coordinator.

## **Learn and Reflect**

The College strives to maintain the highest standards in all the teaching and research that it undertakes. Students must fully commit to achieving their personal and agreed academic targets and not conduct themselves in ways that may undermine academic standards. Please see the Academic Regulations and Assessment and Malpractice Policies of the relevant awarding body or university for further details (as appropriate).

## **Persevere**

Higher Education students are expected to be self-motivated, organised, respectful and autonomous. Students should endeavour to make appropriate choices, attempt to engage fully with their learning experience, work collaboratively with tutors and peers in finding answers through inquiry-based learning; and, seek to develop the diverse competencies needed to be a successful lifelong learner.

## **Standards of Personal Conduct**

All students are expected to professionally conduct themselves, both on and off campus, in a manner which demonstrates respect for the College, its staff, fellow students, property, and for other members of the local community in general. All students, staff and other stakeholders will obey the College's ordinances, regulations and codes of practice, including the Academic Regulations of the relevant awarding body or university.

## **Students will not**

Engage in any activity which endangers any person, or the property of any person or entity, or could call into question the integrity of the College or damage the reputation of the College or any person. The following provides a substantive but not exhaustive list of activities which the College regards as constituting misconduct. These are:

- Substantial obstruction or interference with the functions, duties or legitimate activities of any student or member of staff of the College, or any visitor to the College;
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (whether expressed orally, in writing or digitally, including via digital learning environments (DLEs), blogs, social media platforms, websites and other digital means);
- Sexual misconduct (which includes assault, sharing sexual images and making inappropriate sexual comments);
- The publication, display, communication or distribution of any poster, notice, sign or any publication including audio-visual material, blog, webpage, or social media which is illegal,

- offensive, intimidating, threatening, indecent, or incite violence/hatred/distress to others or likely to promote radicalisation;
- Any behaviour which could constitute discrimination, harassment or radicalisation, including on social media;
  - Any behaviour which could constitute a criminal offence, including on social media;
  - Any theft, fraud, deceit, deception or bribery;
  - Any behaviour which interferes with the legitimate freedom of speech, ideas, action or enquiry of any other student or member of staff or which disrupts or interferes with activities properly carried out at SGS College;
  - Any slanderous or libellous claims against the College or a member of the College's community, including frivolous or vexatious complaints or academic appeals;
  - Any behaviour that brings the College into disrepute;
  - Action which may cause injury or jeopardise the safety of others;
  - Any possession, supply or production of drugs;
  - The misuse of computers or the communications network, including the unauthorised use of the College's logo, the theft, misappropriation, unauthorised use (or misuse) or falsification of any data or record system, or any breach of the College's policies on the use of its information systems, including social media;
  - Any act of plagiarism that breach copyright laws or academic regulations (see below);
  - Any unauthorised use of the College brands, logos or trademarks;
  - Any breach of ethical guidelines when carrying out academic research.

## **Plagiarism**

In the event that a student is suspected of any of the following activities, an investigation will be carried out by the appropriate manager in accordance with the Joint Awarding Bodies guidelines the SGS Assessment Policy and the Academic Regulations for Taught Provision and Assessment and Malpractice Policies of the University of Gloucestershire (as appropriate).

- Plagiarising work from another individual or source (such as the internet), by copying and passing off such work as your own, or allowing work to be used by others.
- Colluding by working collaboratively with others to produce work that is submitted as your own work, or the work of a single individual alone.
- Falsifying results and/or evidence.
- Cheating by communicating with others by any unauthorised means when this is not allowed (e.g. in a supervised session).
- Using unauthorised materials when under test conditions.
- Altering any results document, including certificates.
- Cheating in any other way which undermines the integrity of the assessment process.

## Investigating Alleged Student Misconduct

Cases of alleged student misconduct will be investigated, where deemed appropriate, under one or more of the following: the College's Behaviour Policy, the Fitness to Study Policy and Procedure, the Assessment and Malpractice Policies of the relevant awarding body or university.

## **Declaration**

I understand and agree to this student Code of Conduct. I understand that failure to adhere to this code of conduct or any other College policy may result in disciplinary action.

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Programme Leader): \_\_\_\_\_ Date: \_\_\_\_\_

*All students are also required to sign an additional **Social Media and Educational Study Visits Code of Conduct**. Sports Academy students are also required to sign an additional **Sports Academy Code of Conduct**.*