



South Gloucestershire and Stroud College

Higher Education Student Code of Conduct

Prepared by:	Jo Kear
Job Title/Role:	Director, Adult, Apprenticeships and Higher Education
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Approved by:	SGS Further Education Corporation
Date:	02/07/2026

MANDATORY INITIAL IMPACT SCREENING



I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy raises equality, diversity or inclusion concerns, the Inclusion Committee has been consulted?	✓
If this policy raises environmental or sustainability issues, the Estates Team have been consulted?	✓
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓

Please list each College Strategic Priority that this policy is designed to address/implement:	Strategic Priority 1: Our Students: to be recognised as an outstanding College by enhancing the quality of the experience we provide for all learners
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EQUALITY, DIVERSITY & INCLUSION IMPACT ASSESSMENT

Characteristic	This policy seeks to:
Age	Supports staff and learners to recognise that prejudice and discrimination on the grounds of age are unacceptable in an educational establishment
Disability	Treat with equal dignity, all learners and staff; and monitor participation, performance and progress of learners and staff with disabilities and act to address inequalities.
Faith or Belief	Supports staff and learners to recognise and address religious or racial discrimination and incitement to religious hatred
Gender	Protect staff and learners from sexism in all forms
Race or Ethnicity	Ensure that staff and learners are equipped to recognise racial and ethnic diversity and to challenge racial and ethnic discrimination
Orientation	Eliminate discrimination on the grounds of sexual orientation and promote equality of opportunity through a supportive, inclusive environment
Gender reassignment	Oppose sexism and be committed to taking positive action to identify and remove sexism from College life
Economic disadvantage	Use available resources to identify and address any issues of inequality as a result of social and economic factors. Supporting learners and staff, both academically and pastorally in order for all to be successful
Rural isolation	Use available resources to identify and address any issues of inequality as a result of rural isolation. Supporting learners and staff, both academically and pastorally in order to access College services and be successful.
Marriage	Support staff and learners to recognise and challenge discrimination on the basis of marriage
Pregnancy & maternity	Promote equality of opportunity through a supportive, inclusive environment
Carers & care leavers	Supporting staff and learners to recognise and challenge any inequality or discrimination associated with the status of being in care or a care leaver.

Vulnerable persons	Use available resources to identify and address any issues of inequality as a result of being a vulnerable person. Supporting learners both academically and pastorally in order to be successful.		
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:			
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:			
Is there any possibility that this policy could operate in a discriminatory way?	☐	☒	If you have ticked yes (red), which characteristic will be most affected? Choose an item.
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	☐	Click or tap to enter a date.	

Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS	
Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Art. 2 Non-discrimination Art. 14 Freedom of thought, belief & religion Art. 28 Right to education
Which Human Right (HRA) does this policy most protect:	Art. 14 Prohibition of discrimination Art. 9 Freedom of thought, conscience and religion

DATA PROTECTION & PRIVACY BY DESIGN SCREENING	
Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	☒
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	☐

ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT ASSESSMENT		
Does this policy relate directly or indirectly to any legal, regulatory environmental or sustainability standard(s)?	Yes ☐	No ☒
If so, please list them:		
Will any aspects of this policy result in:		
Reduced miles travelled or provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling car sharing, the use of low emission vehicles, community transport, environmentally friendly fuels and/or technologies)	Yes ☐	No ☒
Reduced waste, environmental hazards and/or toxic materials for example by reducing PVC, photocopier and printer use, air pollution, noise pollution, mining or deforestation? Or increase the amount of College waste that is recycled or composted?	Yes ☐	No ☒
Reduced water consumption?	Yes ☐	No ☒
Reduced instances of single use plastic?	Yes ☐	No ☒
Reduced use of natural resources such as raw materials and energy to promote a circular economy?	Yes ☐	No ☒
Improved resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	Yes ☐	No ☒
Will this policy improve green space or access to green space?	Yes ☐	No ☒

Please list the sections of this policy which specifically target an improved environment:	
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Will any aspects of this policy result in:		
The promotion of healthy working lives (including health and safety at work, work-life/home-life balance and family friendly practices)?	Yes ☒	No ☐
Greater employment opportunities for local people?	Yes ☒	No ☐
The promotion of ethical purchasing of goods or services for example by increasing transparency of modern slavery in our supply chain?	Yes ☐	No ☒
Greater support for the local economy through the use of local suppliers, SMEs or engagement with third sector or community groups?	Yes ☐	No ☒
The promotion of better health, increased community resilience, social cohesion, reduced social isolation or support for sustainable development?	Yes ☒	No ☐
Mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood/snow, heatwaves and other weather extremes)?	Yes ☐	No ☒
The promotion of better awareness of sustainability, healthy behaviours, mental wellbeing, living independently or self-management?	Yes ☐	No ☒
Please list the sections of this policy which specifically target improved sustainability:		

What is the *estimated* carbon impact of this policy (in terms of tCO2e)	Increased (+tCO2e) ☐	Decreased (-tCO2e) ☐	Net Zero CO2 ☐
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Mandatory initial impact screening completed by:	Jo Kear
Date	04/06/2026
Initial impact screening supported by (Please list each individual)	Nikki Gower

Higher Education Student Code of Conduct

1. Introduction

- a. The core values of SGS 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. This **HE Student Code of Conduct** sets out the College's expectations around appropriate student behaviour to support these core values. The College expects all students to conduct themselves to the highest possible standards of behaviour; working in partnership with us and their peers to maintain a professional, respectful, safe, supportive and successful learning environment for all. This Code is applied to all Higher Level and Professional students at the College from enrolment until the completion of their studies.
- b. This Code covers some of the most important issues relating to personal conduct and provides a framework of standards and behaviour guidelines. This Code is not intended to be an exhaustive list of standards and guidelines.
- c. This Code of Conduct should be read in conjunction with the:
 - College's Safeguarding Learners and Child Protection Policy & Procedure
 - College's Anti Bullying and Harassment (Learners) Policy & Procedure
 - College's Freedom of Expression Code of Practice;
 - College's Fitness to Study Policy and Procedure;
 - College's Higher Education Assessment Policy;
 - College's Higher Education Admissions Policy;
 - College's Relational Policy
 - HE Students as Partners Policy;
 - Academic Regulations for Taught Provision (for University of Gloucestershire validated programmes);
 - Assessment Policies of relevant awarding institutions/bodies (as appropriate);
 - any attendant professional standards frameworks (as appropriate);
 - HE Attendance and Engagement Policy;
 - Learner Guidance for AI Use at SGS College;
 - College's Compliments, Complaints and Appeals Policy & Procedure.
- d. This Policy and the information contained here does not undermine or conflict with the SGS Freedom of Speech and Expression Code of Practice. In the

unlikely event of any case of conflict the SGS Freedom of Speech and Expression Code of Practice will take precedence.

2. Standards of Personal Behaviour

- a. Higher Education students and those studying for Professional Qualifications are expected to be self-motivated, organised, respectful and autonomous.
- b. Our expectations for positive behaviour (Please note this is not an exhaustive list):
 - i. All students, staff and other stakeholders will obey the College's regulations, policies and codes of practice, including the Academic Regulations of the relevant awarding body or university and the College's code of conduct for IT use.
 - ii. All students are expected to conduct themselves professionally, 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. Students are expected to be respectful when challenged by legitimate and lawful views that may not align with their own views and which could make them uncomfortable. Freedom of speech and academic freedom are fundamental rights which we have a duty to uphold and promote within the law for students, staff and visiting speakers. Speech is permitted unless it is restricted by law. Speech that amounts to unlawful harassment or unlawful discrimination does not constitute free speech within the law and is not protected. Our definition of 'harassment' has the meaning given in section 26 of the Equality Act 2010 and section 1 of the Protection from Harassment Act 1997 (in its entirety, and as interpreted by section 7 of the Act). Our Freedom of Speech and Expression Code of Practice contains full details on how freedom of speech is secured at SGS.
 - iii. All students are expected to ensure that their clothing is appropriate for the situation in which they are working (including students that are required to wear a uniform or kit and/or personal protective clothing) **This includes wearing a College lanyard and ID card at all times when on campus.**
 - iv. The College expects all students to be respectful and follow all reasonable rules and instructions given by those supervising or managing their activities.
 - v. 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 activity that may place themselves and/or others at risk.

- vi. All students must follow Health and Safety guidance and adopt ethical working practices (e.g. maintaining a professional attitude at all times).
- vii. All students are expected to participate fully in all their learning activities, including actively attending and engaging with all timetabled sessions, group and 1:1 tutorials.
- viii. Students are expected to adhere to all assessment deadlines on their course and to submit assessments in a timely manner. Students must familiarise themselves with the College's Extenuating Circumstances procedures (as defined in the Higher Education Assessment Policy) which set out the formal process which the student and College must adhere to if an assessment deadline cannot be met for any reason.
- ix. 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 Learning Support](#) team.
- x. 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).

3. Students will not

- a. 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 gross misconduct. These are:
 - i. 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;
 - ii. Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (whether expressed verbally, in writing or electronically, including via blogs, social media platforms, websites and other digital means); Sexual misconduct (which means any unwanted or attempted unwanted conduct of a sexual nature and includes, but is not limited to: sexual harassment; sexual assault; and rape).
 - iii. Publishing, displaying, communicating or distributing any poster, notice, sign or any publication including audio-visual material, blog, webpage, or social media which is illegal, offensive, intimidating, threatening, indecent, or likely

to incite violence, hatred or distress to others or which is likely to promote radicalisation;

- iv. Any behaviour which could constitute discrimination, harassment, victimisation or radicalisation, including through electronic means or social media;
- v. Any behaviour which could constitute a criminal offence, including on social media;
- vi. Any theft, fraud, deceit, deception or bribery;
- vii. Any behaviour which interferes with 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;
- viii. Any slanderous or libellous claims against the College or a member of the College's community;
- ix. Any behaviour that brings the College into disrepute;
- x. Action which may cause injury or jeopardise the safety of others;
- xi. Any possession, supply or production of drugs;
- xii. The misuse of College computers or the communications network, including the unauthorised use, 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;
- xiii. Breaches of the College's Data Privacy and Protection Policy including the unauthorised collection, storage or use of personal data. Recording individuals without their express consent, for whatever purpose, will be considered a breach of this code of conduct.
- xiv. Any act of plagiarism or breaches of copyright laws or academic regulations (see below);
- xv. Any unauthorised use of the College brands, logos or trademarks;
- xvi. Any breach of ethical guidelines when carrying out academic research.

4. Plagiarism

- a. 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 Higher Education Assessment Policy, Learner Guidance for AI Use at SGS College, the Academic Regulations for Taught Provision and Assessment and Malpractice Policies of the University of Gloucestershire (as appropriate).

- b. 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. **Note: this includes using artificial intelligence to generate work that you then claim to be your own.** Plagiarism can also include re-using your own work without reference.
- c. Colluding by working collaboratively with others to produce work that is submitted as your own work, or the work of a single individual alone.
- d. Falsifying results and/or evidence.
- e. Cheating by communicating with others by any unauthorised means when this is not allowed (e.g. in a supervised session).
- f. Using unauthorised materials when under test conditions.
- g. Altering any results document, including certificates.
- h. Cheating in any other way which undermines the integrity of the assessment process.

5. Investigating Alleged Student Misconduct

- a. Cases of alleged student misconduct will be investigated, where deemed appropriate, under one or more of the following policies: [Safeguarding Learners and Child Protection Policy and Procedure](#), [Student Agreement and Code of Conduct](#), [Staff Code of Conduct](#), Staff Disciplinary Policy and Procedure (including Senior Postholders) or the [Anti-Bullying and Harassment \(Learner\) Policy and Procedure](#). Each of these policies include detailed information on how investigations are carried out fairly, including timelines, stages of the process, possible outcomes, and how to appeal the decisions.
- b. If you are the victim of, or witness to, an incident that you feel is a breach of this Code, you should report the incident to your tutor immediately or by contacting our [Safeguarding Team](#).

6. Reporting abuse, harassment or sexual misconduct

- a. We take a zero-tolerance approach to any form of abuse and will take action against any student or staff member who is deemed to have breached any of the above policies,

- b. All students, staff and visitors to SGS College can report a concern anonymously by using the [Anonymous Safeguarding Report](#) form. The incident will then be investigated by our trained staff.
- c. If you find yourself in an emergency situation on any of our college sites/campuses, call any of the [Safeguarding Team](#) via a mobile phone or on TEAMS.
- d. Comprehensive information on how the College sets out to address student harassment and sexual misconduct and what support is available to students is published on our website: [Addressing Sexual Misconduct and Violence](#)
- e. The College's conduct procedures are not intended to replace criminal proceedings and if the allegation you have made may also constitute an offence under criminal law, you are encouraged to report the matter to the Police.

7. Support

- a. You have the right to receive the support and advice from the College's Wellbeing Team at all stages of the procedures related to this Code, whether an allegation has been made against you, or you have reported an allegation, or are a witness.
- b. All students involved in procedures under this Code have the right to be accompanied by a fellow student or a member of staff at any meetings conducted as part of the Code. Whoever accompanies you must not be involved in the case. As the Code of Student Conduct is not a criminal process, legal representatives are not permitted to be present at any stage of the conduct process.
- c. If you have a disability or an ongoing medical condition, and you are having difficulties in taking part in these procedures, then we can also consider making individual arrangements for you. To find out if this is available for you, please contact the Higher Education Disability Service at learningsupportHE@sgscol.ac.uk.

8. Definitions

- a. To protect students in a consistent way, The Office for Students (OfS) has agreed definitions of harassment and sexual misconduct.
- b. We follow the meaning given to harassment in:
 - [Section 26 of the Equality Act \(2010\)](#)
 - [Section 1 of the Protection from Harassment Act \(1997\)](#)
- c. The OfS have summarised section 26 of the Equality Act 2010 as follows: 'harassment, including sexual harassment, includes unwanted behaviour or

conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics: age; disability; gender reassignment; race; religion or belief; sex; and sexual orientation.'

- d. The [OfS](#) have summarised section 1 of the Protection from Harassment Act 1997 as follows: 'a course of conduct conducted on at least two occasions that harasses one other person, or a course of conduct that harasses two or more persons at least once each. References to harassing a person include alarming the person or causing the person distress.'
- e. The [OfS](#) have also extended these definitions to include harassment of one student by another student. These definitions include tests that are designed to establish, objectively and reasonably, whether conduct could be considered as 'harassment'.
- f. This means providers should consider:
 - the perception of the person who is at the receiving end of the conduct
 - the other circumstances of the case
 - whether it is reasonable for the conduct to have the effect under scrutiny.
- g. Under section 1 of the Protection from Harassment Act 1997, an offence is committed only if:
 - the person knows the conduct amounts to harassment of the other, or
 - a reasonable person in possession of the same information would think the course of conduct amounted to harassment of the other person.

9. Sexual misconduct

- a. The [OfS](#) defines sexual misconduct as any unwanted or attempted unwanted conduct of a sexual nature. This includes, but is not limited to:
 - sexual harassment
 - sexual assault; and
 - rape.
- b. **Sexual misconduct** through any medium, including, for example, online. Sexual harassment is any unwanted behaviour of a sexual nature which:
 - violates your dignity
 - makes you feel intimidated, degraded or humiliated
 - creates a hostile or offensive environment

- c. Remember, you don't need to have previously objected to someone's behaviour for it to be considered unwanted.

10. Declaration

- a. Each academic year, during Enrolment, you will be asked to read and sign that you understand and agree to this HE Student Code of Conduct. By agreeing you are also stating that you understand that failure to adhere to this code of conduct or any other College policy may result in disciplinary action.