

Student code of conduct

You must:

- treat all members of the college community with courtesy and respect: students, staff and visitors
- identify yourself, display your ID card in its lanyard at all times and give your ID card to staff if requested
- attend all your classes punctually, equipped and ready for study
- hand in all your work on time
- follow all reasonable instructions from staff and comply with exam and IT network regulations
- act as an ambassador for the college by behaving in a considerate, respectful manner towards others when outside the campus
- make your way promptly to your destination on leaving the campus
- treat college property with respect and follow all college health and safety rules
- place litter in appropriate waste bins, whether it's yours or not
- behave in accordance with college policies and procedures, including the Equality and Diversity policy
- behave in accordance with the law eg: on violence, theft, fraud, damage to property, graffiti, carrying weapons, substance abuse, possession and intent to supply alcohol or other drugs

All incidents involving law breaking will be reported to the police.

You must not:

- use aggressive, threatening, violent or abusive language or behaviour or incite or encourage others to do so, this includes any form of harassment or discrimination
- behave in any way which brings the college into disrepute, offends or inconveniences members of the local community
- be in possession or under the influence of alcohol or any other drugs
- cheat, plagiarise or copy work from others, make fraudulent claims, alter college records, forge signatures etc.
- engage in obscene, indecent or over-familiar conduct, run, shout or make excessive noise in or around the campus
- modify or deface your ID card, give it to others or encourage unauthorised people on to the campus without permission
- eat or drink outside designated areas, smoke, spit or chew gum anywhere in or around the campus
- gamble on campus
- use mobile phones in any learning settings including the LRC or film, photograph, share images without specific permission
- distribute any material including that of a political or religious nature or organise campaigns, petitions and events without permission, including through social media
- use the college's name or brand without permission, including on social media

This list is not exhaustive and other situations will be dealt with in the spirit of these guidelines.