

## **Student Code of Conduct** (Further Education)

<b>Issue</b>	<b>July 2017</b>
<b>Review Date</b>	<b>July 2019</b>
<b>Originator</b>	<b>Nick Brazil Dean of Faculty</b>
<b>Location of Policy</b>	<b>BIZ-Sharepoint/Intranet/Policies &amp; Procedures/Learner Services &amp; Support</b>
<b>Policy Approved By:</b>	<b>Curriculum &amp; Quality Management Team – 6 July 2017</b>

*These rules relate to full and part time students:*

**In Relation to your Behaviour**

1. You will behave in a reasonable manner, respect others and have concern for the environment.
2. You will not take part in any form of harassment and appreciate the College's diverse community and cultural heritage.
3. If you use or threaten the use of physical violence against any member of the College community, staff or learner, you will be suspended instantly pending investigation.
4. You will not damage or deface property in any part of the College, on any transport or any other site being visited. In the event of you so doing, you will be responsible for any costs of repair.
5. You will not take part in any form of gambling on College property.
6. You must adhere to all the College policies. These can be found on the website, in Student Services and in the Learning Resource Centre or provided on request.

### **In Relation to Your Work Programme**

7. You are expected to be properly equipped for lectures, with relevant course materials.
8. Use of mobile phones is prohibited (including videos) in learning areas, except where explicit permission is given by the lecturer.
9. If you have been identified as requiring additional help you should attend study skills sessions.
10. You are expected to contribute to all team projects and group activities.
11. For appropriate courses, you must demonstrate that you will be fit to practice in the field of your career choice and that you are able to comply with the requirements of a relevant employer or professional body.
12. You are required to complete all work set by lecturers to agreed deadlines.
13. Late work will be marked at the lecturer's discretion and you will not be given opportunities to re-work material submitted after the deadline.
14. If you do not meet the deadlines set by the Awarding Body your work may be submitted at the next assessment opportunity. This may compromise progression to Higher Education or employment.
15. You must complete successfully the internal and external examinations and assessments, where appropriate, in order to progress on the course.
16. The College may request you to withdraw from your course or may refuse to allow you to enter for external assessments if one or all of the following: progress, attendance and attainment are unsatisfactory.
17. A thesis, dissertation, essay, or other coursework, which is not undertaken under formal examination conditions, and which counts towards your qualification, must

be your own work and must not contain plagiarised material. Use of plagiarised material in such coursework will be treated as a disciplinary offence under this Code of Conduct. Plagiarism is defined as “passages quoted or closely paraphrased from other authors without acknowledgement”. Any passages quoted or paraphrased must be identified as quotations or paraphrases, and the sources of the quoted or paraphrased material must be acknowledged. It is your responsibility to ensure that you follow the rules set out by the Awarding Body or Examination Board, a copy of such rules is available on the College website.

18. If you are suspected of cheating in a supervised examination you will be subject to the Examination Board/Awarding Body’s disciplinary code, a copy of such code is available on the College website.
19. If you wish to withdraw from a course/module/examination after registration/entry has been completed, you will be charged the appropriate withdrawal fee. This will be waived in instances of ill-health or exceptional personal circumstances at the discretion of the College. You will need to contact the Examination Office for confirmation.

### **In Relation to your Attendance**

20. Your attendance is subject to the Student Attendance Policy a summary of which is set out in this Code of Conduct.
  - a. Attendance at all classes is compulsory, including work placement. You are expected to achieve 100% attendance. Your attendance will be monitored and any pattern of absence may result in disciplinary actions.
  - b. Holidays should **not** be taken during term time.
  - c. Unauthorised absences are unacceptable.
  - d. Where circumstances prevent attendance the College must be informed.
  - e. If you are absent from college for longer than 4 weeks without informing the appropriate person at the College, the College will assume that you have left. The College’s student disciplinary procedures will not apply, but students have the right to appeal.
  - f. You must limit any part-time work so that it does not affect your studies in College.
21. Please refer to the Student Attendance Policy for full details. In the event of any conflict between this Code of Conduct and the Student Attendance Policy, the Student Attendance Policy will be followed.

## **In Relation to your Health and Safety**

22. Full-time students will be issued with a student identity/library card and will be expected to carry this with them at all times.
23. In an emergency the proper college evacuation procedure must be followed. The College is equipped with fire and first aid equipment.
24. If you suffer from any medical conditions, disabilities or take prescribed medications you are asked to disclose this information when you accept your course or to your tutor during your induction.
25. If you suffer from any physical disability and/or learning difficulty which was not disclosed at application or interview stage you must inform your tutor.
26. The College must be informed about any authorised medication which you are taking.
27. You must inform the College of any change of address and/or telephone number.
28. If you have had an accident at College, or you are suffering from an infectious illness, you must immediately notify the College's Student Health Advisors.
29. **The use of alcohol, solvents or drugs on College premises, transport, activities or at any time during the College day is strictly forbidden. The College has a zero tolerance policy towards this behaviour and if you are found to be in possession of, using or showing the effects of alcoholic drinks, drugs or solvents you will be suspended instantly pending investigation. If you are found to be breaking this rule you will face permanent exclusion from the College.**
30. You must not enter a laboratory or workshop until a member of staff is present. In some instances you may gain access to a computer laboratory **if you are in receipt of a pass.**
31. You must observe the specific instructions regarding the use of the Library, laboratories and workshops and also those relating to bus passes.
32. You may eat and drink only in designated areas of the College.
33. Smoking is prohibited on College Premises (except for designated areas) and on College transport.
34. Litter must be deposited in the bins in and around the buildings.
35. You must not behave in such a way as to threaten the health and safety of others, e.g. by blocking staircases, thoroughfares or fire exits; tampering with fire extinguishers, fire alarms etc.
36. Sporting activities, including skateboarding, will only be permitted in designated areas.

### **In Relation to Your Vehicle**

37. Due to limited car park spaces at the College students are discouraged from bringing cars to College. If you decide to bring your car to college, it should be parked in a designated car park bay **only**. The College has engaged the services of an independent third party to manage our car parks and failure to park in the designated areas will result in the issuing of a penalty charge.
38. Failure to observe speed limits and parking arrangements may result in the withdrawal of parking rights and in disciplinary action.
39. You must report to Reception any damage done by your vehicle to college property or other vehicles whilst on college premises.
40. Cars are parked at your own risk. No responsibility can be accepted for any loss or damage.

### **In Relation to your Property and College Resources on Loan to You**

41. Articles of value left in any room, cloakroom, corridor of the College premises or your car are left at your own risk. No responsibility can be accepted for any loss or damage.
42. You must return all books and items of equipment that are on loan to you, before you leave college. This includes any equipment that has been supplied through the Financial Contingency Fund e.g. kit or bus passes. Failure to do this may result in any future applications to the College being refused.
43. You will be responsible for the cost incurred as a result of any damage or losses and legal action may be taken to recover the cost where you fail in this responsibility.

### **Consequence of Breach of Code of Conduct**

44. Breaking the Code of Conduct will result in disciplinary action for all students.
45. In interpreting this Code of Conduct the decision of the College is final.
46. The College may amend this Code of Conduct at any time or depart from it depending on the circumstances of the case.

### **Related Documents**

47. Related documents include:
  - a. Student Attendance Policy
  - b. Student Disciplinary Procedure

## **The Welsh Language**

48. Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.
49. Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.