

Student Code of Conduct

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Originator	Tom Snelgrove Learner Experience and Wellbeing Manager
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Policy Approved By:	Deputy Principal

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. Mobile phones or electronic devices are to be solely used for learning or college related activities during lessons/lecture times or educational visits.
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 and lanyard/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. Any learner found to be in possession of, using, or showing the effects of alcoholic drinks, drugs or legal highs, will be suspended with immediate effect, pending investigation. If evidence substantiates that the student was under the influence or in possession of alcohol, drugs or illegal highs, they may face permanent exclusion. If the student recognises they need support, the College may agree to the student being placed on a final warning so they can continue with their studies, providing the student agrees to support with Choices, Barod and agrees to allow Barod to share information on progress with the College. Any subsequent instances of the student being under the influence or in possession of alcohol, drugs or legal highs would result in exclusion.**
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**.
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
 - c. Drug and Alcohol Policy

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.

Covid-19 – Student Code of Conduct

This guidance applies to all students in Gower College Swansea

This guidance is intended to be read alongside the existing Student Code of Conduct, it details the expectations of students in supporting the College to comply with Welsh Government Guidelines and the College's Risk Assessment relating to Covid-19.

Whilst the College, has primary responsibility for Health and Safety in the College, every individual student has a duty to take care of their own Health and Safety and that of others who may be affected by their actions. Students must co-operate with the College to help everyone meet the legal requirements.

All Students must:

- Minimise the amount of physical contact with others as far as possible
- Wash your hands regularly, ensure you wash your hands when entering and leaving toilet facilities.
- Use sanitiser on entrance and exit to all campuses and sanitise regularly throughout the day.
- Promote the **Catch it, Bin it, Kill it** actions.
- Clean any surface or equipment you have touched or handled.
- Stay at home and inform the College if you show signs of these symptoms:
 - an elevated temperature
 - a new, continuous cough
 - loss of smell or taste (anosmia)

If this is the case, you must [self-isolate](#) immediately and book a COVID-19 PCR [test](#);

- Also stay at home if you have tested positive either from a lateral flow test (LFT) or Covid-19(PCR) test.

If you have a positive lateral flow test (LFT) you must get a PCR test.

Questions to answer **before YOU attend college.**

If you answer yes to any of the following questions you must stay at home, self-isolate as per Welsh Government Guidance and inform the College as soon as possible:

➤ Have you had any COVID Symptoms within the last 10 days?

- **an elevated temperature**
- **a new, continuous cough**
- **loss of smell or taste (anosmia)**

If this is the case, you must [self-isolate](#) immediately and book a COVID-19 PCR [test](#);

➤ Have you returned from a country where quarantine or follow up testing is required?

Current Welsh Government Guidance 24/8/21

Amber listed countries - If you are under 18 or have been fully double vaccinated – you do not to isolate if you test negative on your day two APPROVED test.

Red listed countries – follow hotel quarantine guidance.

➤ Have you tested positive for Covid-19?
(You will need to let the College know and isolate until the date you have been given)

Face coverings

- Face coverings are **NOT** compulsory on campus. They will still be available at entrances/reception areas for each campus, and it is an individual's choice whether a face covering is worn or not.
- However, if your course needs to follow specific workplace regulations which require you to wear PPE and / or a face covering, you **MUST** follow this guidance.

More than ever in these difficult times, it is essential that you follow the instructions of both your lecturers and other College staff at all times.

Remote Learning

- Ensure you only contact staff during your timetabled college hours, unless there is exceptional circumstances such as a safeguarding risk or you have arranged to hand work in or get feedback.
- Prepare for all of your sessions in plenty of time and only join the session after it has been started by a member of staff.
- Only the member of staff will control the settings and will limit the features which could include but not inclusive of:
 1. Microphones off
 2. Camera off
 3. Chat function
- Only staff are to record live session however the staff will inform you if they are recording (students are **not** to record sessions , students are not to take screenshots of the live session)
- When taking breaks you must leave the session and come back into the session at the required time.
- Ensure you have the relevant resources available and ready for the session you are attending.
- Choose an appropriate workspace/area – where you consider the points below:
 1. Good WIFI signal to be able to access the online session.
 2. You have a comfortable area to work from.
 3. You will blur your background or use an appropriate background.
 4. A space where you will not be disturbed by people or noises (this should not be in your bedroom where possible)
- Dress appropriately for the session, dress as you would for college.
- Show respect for everyone in the remote learning community.
- Do not make any recordings or take images of any remote learning or platforms being used (unless this is pre-arranged with the tutor).
- Do not make inappropriate comments in both text and language.

Office 365 use may be subject to monitoring for security or network management reasons and there should be no general expectation of privacy.