

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

(Further Education)

These Rules apply to all students in Gower College Swansea

This code of conduct 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 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.

Symptoms of Covid-19 (Refer to latest Government Guidance)

- 1) Do not attend college if you are experiencing the symptoms of Covid-19 - **High Temperature, new continuous cough, a loss of smell or taste** (NHS) - or any updated government guidance.
- 2) Do not attend college if you have previously tested positive/or displayed the symptoms for Covid-19 and are still within the self-isolation period specified by the Government or any updated government guidance.
- 3) Do not attend college if you are currently within the specified isolation period due to any members of your household having been told to self-isolate due to having COVID symptoms or a direct member of household testing positive for COVID.
- 4) Inform your tutor or the college and leave the college immediately if you begin to experience symptoms of Covid-19 and do not return until having completed isolation period or tested negative for Covid-19 and followed latest government guidance.
- 5) Do not attend college until you have completed the isolation period if you have visited a country which requires self- isolation which is listed by latest government guidance listed - <https://gov.wales/exemptions-self-isolation-coronavirus-covid-19-html>
- 6) Do not attend the college if you have direct contact with any person in self isolation due to recently returning from a country which requires self-isolation which is listed by the latest Government guidance - <https://gov.wales/exemptions-self-isolation-coronavirus-covid-19-html>

Hand Washing/ Hygiene

- 1) Hands must be sanitised on entering the college at the sanitising station situated in reception or relevant building within the college.
- 2) Hands must be washed for 20 seconds on a regular basis, particularly between activities or changes of location within the building
- 3) Hand Washing must be carried out in accordance with Government Guidelines Hands must be dried with disposable paper towels.
- 4) Coughs and Sneezes must be caught in tissues which must be disposed of immediately in the bins located in the college
- 5) Avoid touching your face, eyes, nose or mouth with unclean hands
- 6) Students to use designated toilet facilities and leave them clean ensuring all tissue/paper towels are appropriately discarded. Whilst also ensuring the 2 metre social distancing is followed.

Social Distancing

- 1) Observe the 2m social distancing requirements on a continual basis on all sites, in common rooms and open areas. (Students within a bubble/contact group do not need to maintain social distancing with other students in that same bubble/contact group).
- 2) When you are in your teaching class or workshop area, you will be within your bubble, we accept it will not always be possible to keep the 2-metre social distance with other students, but the 2 metre distance must be kept from members of staff.
- 3) Only one student to use the lift at any one time - where students are authorised to use the lift
- 4) Observe the one-way system in force throughout the building
- 5) Observe 2m social distancing floor markings where relevant
- 6) Always keep 2m clear of your lecturer
- 7) Do not make physical contact with other students e.g shaking hands/ hugging.
- 8) Do not enter the lecturers marked zone in the classroom.

Minimising Risk of Transmission

- 1) Only attend the designated classrooms or areas you are being taught in.
- 2) Only use the designated workspace/desk you are allocated
- 3) Only use the designated computer equipment you are allocated.
- 4) Adhere to the Clear/Clean Desk Policy to enable effective cleaning of surface
- 5) Wear your ID badge at all times so that you can be identified as a College student.
- 6) Attend College only for the purposes of attending lessons, being on the College site purely for **social purposes is not allowed at this time.**
- 7) We will be asking you to use specific entrances and exits. You must do this for everyone's safety.
- 8) Smoking is only permitted in the smoking shelters – where the 2-metre social distancing must be followed. .

- 9) Avoid touching surfaces where possible including doors/ barriers in areas outside your designated classroom.

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.