

## Student Code of Conduct and Charter

<b>Designation number</b>	LC013	<b>Title</b>	Student Code of Conduct and Charter
<b>Current Version number</b>	August 2020 v4	<b>Review date</b>	August 2021
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Student Handbook Academic Offences Malpractice Policy Student Disciplinary Policy Complaints Policy Grievance Procedures Academic Appeals
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Quality			

### 1.0 The Student Code of Conduct

This Code of Conduct and the related Disciplinary Procedure are intended to provide fair procedures for maintaining reasonable behaviour by students while they are enrolled onto programmes at the College.

Students are expected to behave in accordance with the College Rules and Regulations, and in particular in respect of:

- Academic Regulations, including the regulations on plagiarism and other academic offences;
- Health and Safety;
- Equal Opportunities;
- all College facilities including teaching facilities, car parks, learning centres, computing services, laboratories, workshops, studios;
- the requirements of Professional, Statutory and Regulatory Bodies.

It is the responsibility of all students to ensure that they are aware of any such regulations or standards and to adhere to them. If there is cause for concern over a student behaving in an unacceptable way the student will be subject to the Disciplinary Procedure.

Any behaviour which infringes the College's policies, rules or regulations, causes distress to individuals, or disruption or disturbance in the learning or social environments of the college, is unacceptable, and may be subject to disciplinary procedures.

The Student Charter describes the College's commitment to its students and its expectations of students in return. The Charter gives a broad flavour of what our commitments are to you, and what you are expected to do in return.

In any situation, in any part of the college or when involved in any College activities such as placements, field trips, social events, the College expects that:

- students behave with good sense, behave with consideration towards others and respect their differences and take care in the use of the College's facilities or services;
- students will not interfere with the normal working of the College or any of its facilities or services nor bring the College into disrepute by any of their actions.

If a student feels s/he is a victim of inappropriate or unacceptable behaviour they have the right to use the Student's Complaints Procedures.

## **2.0 The Student Charter**

### **Introduction**

The College has a commitment to open access, flexible learning systems, and lifelong learning, delivered through its institution-wide credit accumulation schemes. Your ability to study a programme at the College is evidence of our commitment to access.

### **Vision Statement**

**“We will become the Institution of opportunity that is renowned for our widening participation. We will develop our students and staff to reach for vocational excellence and become recognised as a leading alternative provider of quality higher education programmes”**

As a College community, we have identified a set of values which inform all our activities. Within this value framework, our first corporate aim is to provide programmes of high quality that challenge all students to achieve to the maximum of their ability and stimulate the most able and innovative to attain excellence. We seek continuous improvement in everything we do and we endeavour to make your needs our first consideration.

We are therefore committed to:

- setting attainable standards of service;
- encouraging you to participate in the continuous development of the College by giving us your comments and opinions on the services we provide or through more active involvement in the improvement of these services;
- taking prompt action to deal with complaints about the quality and delivery of our services.

Our Student Charter is designed to set out what you can expect from us and what we will expect from you in return. It provides a framework within which we may progressively realise our corporate commitment to provide quality academic programmes and related support services, and secure their continuous improvement.

Accordingly, we make the following commitments to you:

- to ensure that your application for a course is handled fairly and efficiently;
- to provide clear and accurate information about our facilities, services, regulations and procedures;
- to provide a supportive learning environment to assist your endeavours to realise your full academic potential;
- to provide a network of student support services;
- to involve you in our decision-making processes;
- to operate fair and efficient complaints and appeals procedures;
- to strive for excellence in everything we undertake.

In return we expect you, as a responsible student member of the College, to make the following commitments:

- to understand and comply with the Regulations and Codes of Conduct as they relate to students;

- to conduct yourself at all times in a responsible and orderly manner and avoid engagement in actions which disrupt the normal working of the College ;
- to study conscientiously, attend punctually all classes for which you have enrolled, complete all assignments, classwork and laboratory work as required, maintain regular contact with your tutors, notifying them if you are experiencing any difficulties, and obtain the necessary advice to help you succeed in your chosen programme of study;
- to respond to reasonable requests from staff without undue delay;
- to make use of the extra-curricular opportunities and support services provided for you;
- to contribute, to the best of your ability, to the development of the College as a learning community partnership and to the enhancement of its reputation by advising us where improvements can be made, and by participating in our monitoring and decision-making process.