

CECOS College Student Code of Conduct

Key Principles and Expectations.

The Student Code of Conduct sets out expectations as to what constitutes appropriate behaviour for students enrolled at any CECOS College site. It is important that all students understand that by enrolling for a course, they are agreeing to comply with the Code of Conduct.

A. Student behavioural expectations

1. All students are expected to be **considerate** to the needs of other students, staff and any visitors to the College.
2. All students are expected **not** to engage in any form of misconduct, including harassment or sexual misconduct. Students are expected to avoid any behaviour which is intended or likely to disrupt teaching, learning, study, meetings, examinations, administration or other activities undertaken by or within the College. This also applies to activities held by CECOS College outside its premises. Where students conduct is inappropriate, disciplinary action may follow.
3. All students must comply with and respect the rules of programmes including those relating to intellectual property, completion of assignments and attendance.
4. All students are expected to respect the property of the College and not use it for any unapproved purposes.
5. All students are expected to only use social media responsibly. Any use of social media to make statements which would reasonably be considered offensive, discriminatory, defamatory or personally damaging will be followed up and the author subject to the College's disciplinary procedures. Further, legal action may also be taken as required.

General Behaviour in College.

Students are required to:

- treat members of the College's diverse community and the College environment with **respect and consideration**
- work hard to achieve their targets for aspiration, attitude, attendance and achievement
- **attend, on time**, all timetabled classes, activities and individual/group tutorials/learning support
- be equipped for all lessons or practical sessions with relevant materials and stationery
- meet deadlines set for handing in work
- actively engage with any work experience opportunity within their programme
- respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech
- utilise online and media sites responsibly
- observe appropriate dress codes
- contribute to College life and the wider community
- report any absence by phone or email no later than 9.30am on the day of absence
- report unsafe, discriminatory or bullying, harassment or sexual misconduct behaviour
- visibly wear College ID badge at all times whilst in College.

Behaviour in lectures, workshops or online and face-to-face sessions.

Students are expected to act in a respectful and appropriate manner at all times. Students should ensure that they:

- arrive in time for the start of a lecture/session as late arrival is extremely disruptive to other students
- when arriving after the start of a class, enter quietly so as not to disturb other students. Students who arrive **more than 15 minutes after the start of a class will be marked as late and after 30 minutes may be excluded** and only admitted after the mid-class break, and will be marked as absent (unless otherwise agreed)
- do not disrupt a lecture or training session or interfere with other students' ability to benefit from it
- do not use mobile phones to take or make calls, to send or receive text messages, or to record or send images during teaching sessions. Special permission may be requested in exceptional circumstances
- do not consume food or drink in class, other than bottled water
- ask permission if they wish to tape lectures.

Compliance with regulations and legal requirements.

All students must act in accordance with the law, and College regulations. The College does **not allow**:

- use foul or abusive language or disruptive behaviour including harassment and sexual misconduct which can result in the intimidation or humiliation of others
- bullying of any kind and any evidence of bullying, including cyber bullying, will result in immediate disciplinary action
- posting of insulting, defamatory, obscene, extremist or threatening content onto social media and online communications including texts and emails

- smoking in any part of the College. Smoking is only allowed outside in designated areas
- spitting on College premises
- carrying of knives, guns or any other offensive weapon on college premises. Any student found to be in possession of any such weapon may be permanently excluded
- any non-prescription drugs or alcohol onto college premises and any student who is under the influence of any drugs or alcohol may be required to leave the premises.

Behaviour in the College Neighbourhood.

The College seeks to build good relationships with its surrounding neighbours. Students are expected to:

- help us build on these relationships by the way they conduct themselves in the surrounding area
- be considerate to their neighbours, especially regarding noise levels and littering
- act within the law and not engage in activity or behaviour that is likely to bring the College into disrepute
- be aware that incidents involving local residents may lead to police action.

Off Campus Activities.

There are opportunities for students to undertake activities that will take them off campus. These include external trips and visits as well as work-related learning activities. Any student engaged in a course-related activity is seen as representing CECOS, and should adhere to the rules of the venue, of the transport companies and where appropriate any other outside organisations involved in the activity.