

East Surrey College Student Code of Conduct

1. General Conduct

- 1.1 By signing the learning agreement students agree to abide by this Code of Conduct and are expected to maintain good conduct at all times when on College premises and/or when undertaking College activities.
- 1.2 Students must wear and show on demand their identification badge at all times when on College premises and/or when undertaking College activities.
- 1.3 Students must treat with courtesy and respect all other members of the College community including other students, staff and visitors. The use of language which may cause upset or offence to others will not be tolerated.
- 1.4 Students should use College property and resources in a responsible manner. Those who damage College property will have disciplinary proceedings brought against them and will be expected to pay the costs of repairing the damage.
- 1.5 Students are expected to be appropriately dressed when attending College and must abide by specific protective clothing codes where required (see 3.3 below). Crash helmets, hoods, hats and other headwear which makes identification difficult should not be worn on College premises.
- 1.6 Any student who carries out an assault, engages in fighting or other acts of violence, threats of violence, vandalism, physical/ verbal /cyber, bullying and/or harassment, theft, being in possession of illegal drugs, firearms or other weapons, committing or attempting to commit any act of arson, or behaves in a way likely to bring the College into disrepute will be immediately suspended and have disciplinary proceedings brought against them.
- 1.7 Any offence under English criminal law committed by a member of the College on College premises and/or while undertaking College activities are a breach of this code and will be dealt with under the Disciplinary Procedure and be referred to the relevant police authorities.

2. Academic

- 2.1 Students should attend all timetabled classes and activities and should be punctual so as not to disrupt the learning of others. Repeated and unauthorised absence without a medical certificate or persistent lateness may result in disciplinary proceedings being brought. Holiday trips should be arranged outside of College term times during College closure periods.
- 2.2 Students should, as far as possible, complete all set tasks and assignments required of them within the time set by the course tutor, and to the appropriate standard. If there are extenuating circumstances why an assignment is not completed by the deadline the student should explain in this in writing to their tutor.

- 2.3 Students must not copy work from other students, or from textbooks without direct acknowledgement or reference. Incidences of plagiarism, cheating in exams or use of model answers will be dealt with under the Disciplinary Procedure.
- 2.4 The use of mobile phones including texting is strictly prohibited during all classes and practical sessions. Disturbance of others must be considered in communal areas such as the Learning Resource Centre, corridors, directly outside classrooms/offices. Students may be required to move and/or switch their equipment off in these areas.
- 2.5 Students who are noisy and/or behave in ways which disrupt the learning of others may have disciplinary proceedings brought against them.
- 2.6 College computers and equipment should only be used for course related work and students must abide by the Computing Code of Conduct. Access is continually monitored and attempts to use chatrooms, inappropriate sites and/or other inappropriate material is strictly forbidden.

3. Health and Safety

- 3.1 Students are expected to take reasonable care of their own health and safety while on College premises and/or on College activities, and should consider the health and safety of others who may be affected by their activities.
- 3.2 In particular, students must comply with all safety regulations and instructions relating to their particular areas of study or activities, including, where relevant, the use of safety measures and devices.
- 3.3 Where relevant, the appropriate personal protective clothing must be worn at all times during lessons (such as protective overalls and boots in the Construction area and protective clothing in the Hair and Beauty area). For their own safety students who do not have the appropriate clothing will not be allowed to attend the class.
- 3.4 Students must not intentionally or recklessly damage, misuse or otherwise interfere with any devices or equipment provided in the interests of health and safety.
- 3.5 Skateboarding, rollerblading and the use of remote controlled and/or motorised toys are not permitted on College premises. Ball games are restricted to designated areas only.
- 3.6 When on off-site educational visits, students must at all times follow the instructions of the member of staff in charge of the trip.
- 3.7 Smoking is strictly prohibited from all parts of the College premises and grounds.

4. Fee Payments and Other Charges

- 4.1 The payment of the correct fee is the responsibility of the student and the College reserves the right to appoint debt collecting agencies where fees remain outstanding beyond the set payment time limits.

5. Policies and Procedures

- 5.1 For their own benefit and for the benefit of others, all students are required to observe and adhere to all obligations laid down in the applicable College documents, including but not limited to:

East Surrey College Student Code of Conduct
College Charter
Student Disciplinary Policy and Procedure
Computer Code of Conduct
Equality Policy
Equality Objectives
Equality Statement
Health and Safety Policy
Attendance and Punctuality Procedure
Admissions Policy

- 5.2 Students are also expected to adhere to any local policy statements and procedures relevant to their area of learning.
- 5.3 The above policies and procedures are on e-zone.