

STUDENT CODE OF CONDUCT (FOR FULL-TIME STUDENTS 2022/23)



Collyer's Code of Conduct forms the basis of a students' contract with the college. We aim to provide clear and simple guidance so that students can confidently play their part in maintaining a considerate, inclusive and safe environment for our community, in line with our [EDI Policy](#).

GENERAL EXPECTATIONS

Lanyards

- Always wear your college I.D. card and lanyard when on campus. Report lost or stolen I.D. to the issues desk on the first floor in the library, where you can obtain a temporary wristband and/or purchase a replacement.

Dress and Appearance

- Clothing and appearance should be clean and tidy and appropriate for a working environment.
- Avoid clothes likely to give offence (e.g., unpleasant slogans, drug-related logos).
- Subject specific clothing may be required that will need to comply with subject risk assessments (e.g., sports clothing, lab coats)

Use of Study Periods

- Aim for an appropriate balance of independent study, enrichment activities and social time. Students may complete independent study in the library, or social spaces such as the Undercroft, Alcove, Refectory and Cafe. Subject areas may also provide additional supervised study sessions or workshop time.

Part-Time Work

- Part-time work should be limited to a maximum of 12 hours per week (national research shows that above this, students' results will suffer). Paid work should not interfere with college work or attendance commitments.

ATTENDANCE & PUNCTUALITY

- Attend all timetabled sessions.
- Arrive at lessons on time.
- Be available to attend at any time during the college day, throughout term time.
- Absences should be reported by parents/carers, via email absence@collyers.ac.uk or the absence line: 01403 216528.
- Students who feel unwell during the college day may travel home independently if it is safe to do so, but any lessons missed due to illness must be followed up with an absence report by parents/carers. Students should report to Student Services (B002) if they feel too unwell to travel home alone.
- Use SharePoint/Teams and contact peers and/or teacher to catch up work missed through absence; check on homework set.
- Do not take holidays in term time.
- Students must attend any meetings or additional workshops arranged as part of an Action Plan by a member of staff. These are designed to ensure students stay on track with their studies and therefore positive engagement is expected.

STUDY RELATED BEHAVIOUR

- Work hard and make a positive contribution.
- Bring the right equipment for lessons.
- Do not interfere with others' learning through inappropriate behaviour in lesson, the library, online or elsewhere on campus.
- Plan your time, meet deadlines, and use study periods constructively.
- Expect to spend time studying during evenings and weekends.
- Total weekly independent study should, at a minimum, match your weekly lesson hours.
- If staff are delayed or unavailable, work in the normal room whilst awaiting instructions.
- Communicate with your teachers, tutor or Student Services for support and advice.
- Pass on college communications and information to your parents/carers
- Be honest, courteous, and considerate in behaviour and language, in person and online.
- Be quiet in and around buildings used for teaching, studying or exams.
- The Code of Conduct also applies to online study or online lessons. Full expectations in relation to 'Online Etiquette' can be found on the Student Common Room SharePoint.

Misconduct

Students who do not behave in a courteous manner, indicating respect for others and the environment around them, will be challenged. This is essential to ensure that student behaviour does not impact negatively on the health, wellbeing, and productivity of the college community. Behaviour which; disrupts the learning environment, poses a threat to the safety and wellbeing of other people, is illegal or dishonest, or brings the college into disrepute, constitutes misconduct and will be subject to disciplinary action. The list below, whilst not exhaustive or exclusive, is intended to provide examples of behaviour that would be considered unacceptable at Collyer's:

- Providing false or misleading information on an application or during a college interview
- Disruption of others' learning
- Use of devices to record sound/images without an individual's knowledge and/or permission
- Failure to comply with the Social Media Policy, Use of Computers Agreement and Online Etiquette expectations
- Plagiarism or cheating
- Failing to wear ID or loaning ID to someone else
- Inviting or encouraging non-college members onto campus (Students must report any unauthorised people onsite to Reception or Student Services)
- Parking in the college car park without a permit
- Actions which cause a health & safety concern (or failing to respond to a health & safety concern), putting members of the college community at risk
- Littering on campus or around the perimeter
- Vaping on campus
- Failure to be considerate of neighbours, drivers, and pedestrians around the college perimeter
- Jaywalking in the college vicinity: students must not cross Hurst Road except via a pedestrian crossing, and must not walk through vehicle entrances Bringing the college into disrepute
- Using college computers or devices to send abusive, scandalous, obscene, or defamatory communications of any kind
- Attempting to access or download obscene or pornographic images on the college network or otherwise being in possession such material
- Attending college or college-related activities under the influence of alcohol or illegal substances
- Carrying, using, or distributing prohibited drugs, alcohol, or illegal substances, on or within the vicinity of the college campus
- Involvement in the use or distribution of prohibited drugs or illegal substances outside college
- Bullying and harassment (online and in person)
- Discriminatory language or behaviour
- Making malicious or false allegations or complaints
- Being a party to a criminal act
- Wilful damage to college property
- Taking part in, or encouraging others to take part in, illegal extremist activities intended to radicalise themselves or others
- Violent, aggressive, or threatening behaviour towards any member of the college community or any member of the public.
- Unwanted sexual behaviours, harassment and abuse including sharing unwanted sexual images
- Carrying, threatening to use, or using an offensive weapon on or off campus
- Carrying a potential or imitation weapon into college, or within the immediate vicinity of the college

Compliance with the code of conduct is promoted through the college's [Student Disciplinary Policy and Procedure](#), a copy of which is available from the college website. If a student does not comply with the Code of Conduct, the Student Disciplinary Policy and Procedure may be used. If a student has a grievance in relation to the application of the Disciplinary Policy, the guidelines in the Complaints Policy (outlined in the Enrolment Handbook and on the college website) should then be used.

I have read, understood and agree to abide by the Student Code of Conduct.

PRINT NAME:

Signed:

Date: