

**NORTH EAST
SCOTLAND
COLLEGE**



Student Code Of Conduct



Students attending North East Scotland have a right to study and socialise in a safe, non-threatening environment. This Code of Conduct forms part of your learning agreement with the College and sets out the standards of behaviour expected.

It is supported by our values which apply to everyone who comes to the College to learn or work.

Our Values include:

Commitment and Excellence

- **Understanding and responding to the needs of our students**

Empowerment and Engagement

- **Creating an environment where innovation and creativity are encouraged and can flourish**
- **Giving recognition and praise**

Respect and Diversity

- **Valuing the experience and talent of all**
- **Treating others with dignity and respect**
- **Creating an accessible, inclusive learning and working environment**
- **Being fair, open and transparent to ensure a culture of mutual trust and integrity.**

The Principal has final responsibility for the maintenance of good conduct by students. However, it is the responsibility of all staff to take positive steps to help students abide by this Code of Conduct and its meaning will be explained to all students at induction or their first session.

The Code of Conduct equally applies to any residential, study visits or work placements.

Failure to maintain the standards and behaviour set out in this code may lead to action under the Student Disciplinary Policy.

Expectations of Students

While attending College, it is expected that you will:

- **Treat others with dignity and respect.**
- **Report inappropriate and unsafe behaviour.**
- **Behave in a respectful, professional and mature manner.**
- **Take pride in the College - keep all areas clean, tidy and free from litter.**
- **Attend all classes.**
- **Be punctual for all classes and bring essential equipment.**
- **Ensure that you meet agreed deadlines and submit work on time.**
- **Participate in all learning activities.**
- **Seek help when you need it and take up the support offered.**
- **Pay fees promptly.**

Definitions of Unacceptable Behaviour and Gross Misconduct

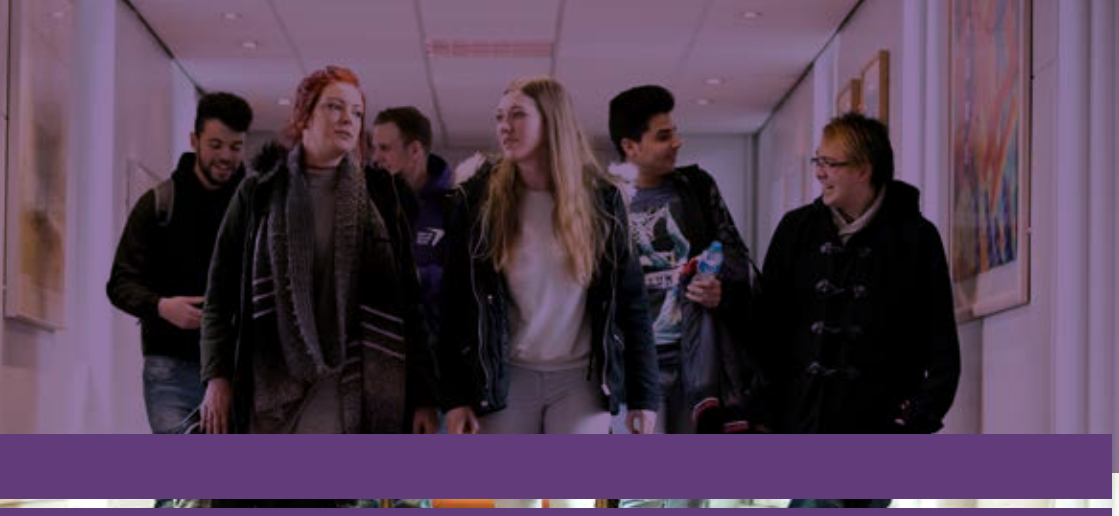
In general terms, any failure to meet the requirements of this Code of Conduct is unacceptable.

The following are examples of what the College considers to be unacceptable behaviours and/or gross misconduct which may result in disciplinary action.

It is not intended that this is an exhaustive list of such behaviours.

Unacceptable Behaviour

- **Unacceptable conduct in class or in College**
- **Failure to follow reasonable instructions of staff**
- **Unacceptable language**
- **Deliberate failure to complete and submit work to deadline on a regular basis**
- **Poor timekeeping**
- **Breach of attendance guidelines**
- **Inappropriate use of computers or any other technological device**
- **Smoking, including e-cigarettes, anywhere other than in the designated area.**



Gross Misconduct

This is behaviour so serious that it could result in exclusion from College (this list is not exhaustive)

- **Bringing the college into disrepute**
- **Any form of bullying or discrimination**
- **Any form of physical, emotional or verbal threat**
- **Abusive, offensive, aggressive language or behaviour**
- **Any illegal/criminal activity whether carried out on college premises or not**
- **Participating in any way in actions which could reasonably be expected to be subject to provisions of counter-terrorism legislation**
- **Acts of violence**
- **Threatening behaviour**
- **Carrying of offensive weapons**
- **Actions that breach the College's Health and Safety Policy**
- **Drug, solvent or alcohol possession or abuse**
- **Disruption to the learning of others**
- **Plagiarism**
- **Cheating**
- **Inappropriate use of IT including social media and cyber bullying**
- **Use of mobile devices to record images / voice of anyone without their knowledge or permission**
- **Wilful damage to property.**

In certain circumstances, a student may be sent home at the discretion of the Faculty Manager. This is not a formal suspension but a short term step to allow consideration of whether further action is appropriate or not.

Where the unacceptable behaviour is of a more serious nature (eg gross misconduct) the Faculty Manager may issue a precautionary suspension as part of the formal disciplinary process.

Support

If a student has any concerns, s/he should discuss them with their Guidance Tutor or subject lecturer in the first instance.

Further Information

Through Course Blackboards and Student Net, each student will have access to the following College policies:

- **Acceptable Use Policy – Students**
- **Assessment & Verification Policy**
- **Bullying Policy**
- **Complaints Policy**
- **Student Code of Conduct**
- **Student Disciplinary Policy and Procedure**
- **Copyright for Students**
- **Data Protection for Students**
- **Environmental Policy Statement**
- **Environmental & Sustainability Policy**
- **Equality & Diversity Policy Staff and Students**
- **Information, Advice, Guidance & Support**
- **Social Media Guidelines**
- **Student Alcohol & Substance Misuse Policy**
- **Position statement on Extremism & Radicalisation.**

Status:

Final

Approved by:

LTSCC

SMT Sponsor

Vice Principal Human Resources

Date of version:

March 2016

Responsibility for Implementation/Review:

SMT/VP HR

Review date:

March 2019

EIA Date:

September 2015




NORTH EAST SCOTLAND COLLEGE



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