

## 7.7 Learner Code of Conduct

### 7.7.1 Introduction

The college aims to provide a safe and welcoming environment for its staff and learners. In order to achieve this, a standard of conduct is necessary on the part of learners and staff. This document outlines that standard of conduct in terms of the College's learners (as defined in 7.6.4 and 7.6.5). The Learner Code of Conduct is included in the Learner Handbook and on the Virtual Learning Environment (VLE). The Learner Code of Conduct is equally applicable to learners when they are off-campus, for example on a field trip or a work placement. The college is entitled to alter this Learner Code of Conduct from time to time through the Academic and Professional Council and will inform all learners when this happens.

### 7.7.2 Objectives

- To set down the code of conduct expected of the College's learners
- To highlight what is considered misconduct under this code.

### 7.7.3 Scope

The College *Learner Code of Conduct* applies to all persons, other than staff, undertaking a programme of study or otherwise in attendance or in residence on the College's premises. In addition, these regulations apply to learners attending College programmes on other premises and to elected members of the Students' Union

This Learner Code of Conduct comes into force when an offer of a place in the college is accepted and remains in force whilst learners are attending the college or residing on its premises or taking part in any of its associated events on or off campus.

### 7.7.4 Learner Code of Conduct

- All learners are expected to be considerate to the needs of fellow learners, staff and any authorised visitors to the College.
- All learners are expected not to engage in any conduct which is intended or is likely to disrupt teaching, learning, study, research, ceremonies, recreational activities, meetings, examinations, administration or other activities undertaken by or within the college or organised as part of its approved activities.
- All learners must take responsibility, including within learner accommodation, for the actions of their invited guests.
- All learners are expected to respect the property of the college and not to use it for unapproved purposes.
- All learners are expected to attend their scheduled classes and commit to the learning process.

## Section G: Support for Learners

### 7.7.5 Learner Misconduct

Misconduct is understood as improper interference with the proper functioning or activities of the college, or those who work or study in the college, or action which otherwise damages the College

#### 7.7.5.1 The following constitute examples of misconduct. This list is not intended to be exhaustive:

- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the college, whether on college premises or elsewhere
- Obstruction of, or improper interference with, the functions, duties or activities of any learner member of staff or other employee of the college or any authorised visitor of the College
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on College premises or engaged in any College activity
- Fraud, deceit, deception or dishonesty in relation to the college or its staff or in connection with holding any office in the college or in relation to being a learner of the College
- Action likely to cause injury or impair safety on College premises
- Harassment of any kind, and specifically, sexual or racial harassment of any learner, member of staff or other employee of the college or any authorised visitor to the college, or any behaviour of a hostile or intimidating nature aimed at individuals or groups of people
- Examination offences which do not constitute academic irregularities, including assisting or being assisted by another person to cheat in an academic setting, whether by impersonating another learner in an examination setting or by completing an assignment.
- Damage to, or defacement of, College property or the property of other members of the college community caused intentionally or recklessly, or misappropriation of such property
- Misuse or unauthorised use of College premises or items of property, including computer/network misuse
- Breaches of the subsidiary codes (e.g. Library regulations) where the behaviour complained of cannot be dealt with satisfactorily under those codes
- Behaviour which brings the college into disrepute
- Failure to comply with proper directions given by an officer or employee of the College
- Failure to comply with a previously imposed penalty under this Learner Code of Conduct.

#### 7.7.5.2 Conduct which constitutes a criminal offence where that conduct:

- i. takes place on College premises, or
- ii. affects or concerns other members of the college community, or
- iii. damages the good name of the college, or

## Section G: Support for Learners

- iv. itself constitutes misconduct within the terms of this code, or
- v. is an offence of dishonesty, where the learner holds an office of responsibility in the college.

### 7.7.6 Breaches of the Learner Code of Conduct

A learner who is suspected of breaching the Learner Code of Conduct will be subject to the College's [Learner Disciplinary Procedure](#).

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