

## Student Code of Conduct

This Code of Conduct is designed to encourage all students to meet the standards of behaviour, attendance and work performance expected by The Bedford College Group. Whilst it is not possible to lay down an exhaustive set of standards, detailed below are general standards which, if broken, could result in disciplinary action.

### Students at The Bedford College Group are required to:

- treat everyone with respect, and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable
- respect the rights and interests of other College students, staff and visitors
- attend all required sessions regularly and punctually and explain to their tutor or lecturer any reason for non-attendance
- take personal responsibility for their own learning and make active use of the learning resources and support services
- work hard and complete all work within specified deadlines
- take an active part in reviewing their progress with their Personal Achievement Tutor
- act safely so that they do not put themselves or others at risk and observe all health and safety rules of the College, including those for Covid-19 and Social Distancing
- wear their ID card at all times on College premises and show it, on request, to any member of the College staff
- act with consideration for the College environment and other College users, e.g. by not spitting or dropping chewing gum and litter
- pay all fees and other costs for which they are liable, or seek advice from us if in financial difficulty
- abide by Awarding Body regulations when attending examinations and assessments
- abide by the Netiquette Guidelines for Students when learning online
- abide by all College policies and procedures.
- abide by the Student Dress Code

### Students at The Bedford College Group must not:

- behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner which adversely affects the reputation of the College
- disrupt or interfere with the education or learning of fellow students
- display or circulate any material which is designed to cause offence or distress to others
- misuse College property and equipment, including IT or health and safety equipment
- be intoxicated while on College premises or be incapable of undertaking their course work because of excessive drinking or use of controlled substances
- smoke anywhere other than in designated smoking areas, in accordance with the College's smoke-free policy
- make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious, offensive or extremist materials on any electronic or social media
- cause malicious damage to, or theft of, the property of other students, staff or visitors of the College
- use foul or abusive language
- give unauthorised access to the buildings to a non-student
- gain unauthorised access to, or make modifications to, College files or computer material
- enter any part of the College which the student is not entitled to access
- carry any weapon or any other object with the intention or purpose of use in a threatening way
- falsify College documents
- submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism),
- take part in any illegal activity

## I have read and agree to abide by the College Code of Conduct

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_