



# Student Code Of Conduct

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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. Its meaning will be explained to all students during induction and in sessions with your Academic Tutor..

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 and Procedure.**

## *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 resources.**
- **Ensure that you meet agreed deadlines and submit work on time.**
- **Participate positively 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*

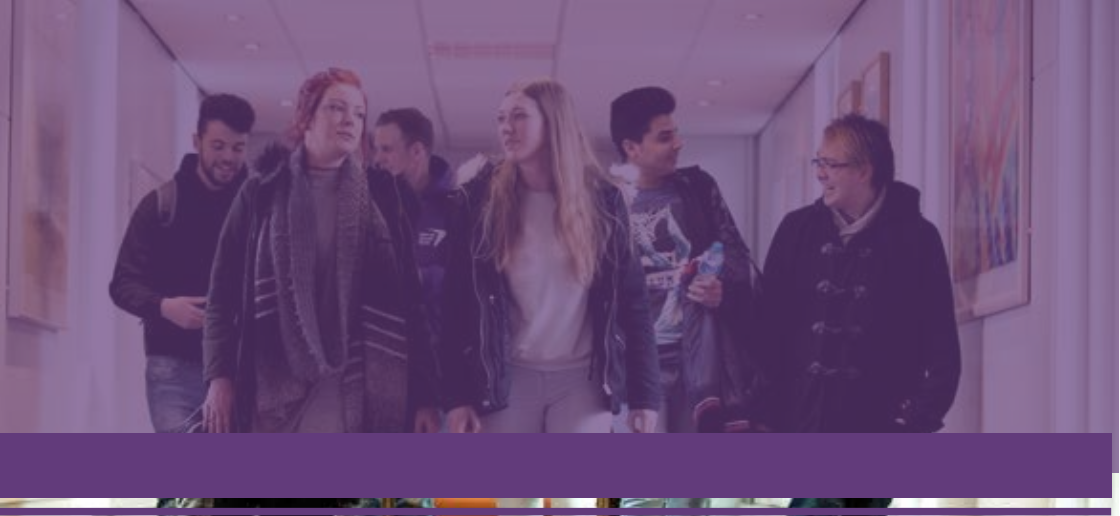
In general terms, any failure to meet the requirements of this Code of Conduct is unacceptable.

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*

- Instances of poor behaviours in class or in College
- Failure to follow reasonable instructions of staff
- Use of unacceptable language
- Deliberate & repeated failure to complete and submit work to a deadline on a regular basis
- Persistent poor timekeeping with no reasonable or appropriate explanation
- 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 or action
- Abusive, offensive, aggressive language or behaviour
- Any illegal/criminal activity whether carried out on College premises or not
- Participating in any behaviours that are covered by counter-terrorism legislation
- Carrying offensive weapons
- Actions that breach the College's Health and Safety Policy including wilful damage to property and instructions & procedures relating to COVID-19
- Drug, solvent or alcohol possession at College
- Deliberate acts of plagiarism or cheating
- Inappropriate use of IT including social media
- Use of devices to record images/voices of anyone without their knowledge or permission.

## *Working Remotely*

In addition to the examples provided, the following list provides examples of conduct the College considers to be unacceptable whilst working remotely (not an exhaustive list):

- Deliberate and repeated failure to engage with online learning activities without reasons,
- Uploading & sharing inappropriate and offensive materials,
- Deliberately and repeatedly issuing inappropriate, offensive and/or illegal e-messages and materials,
- Deliberately trying to use another person's identity to relay messages,
- Attempting to hack into other accounts,
- Deliberately engaging in online activities that lead to the spread of computer viruses,
- Downloading original work of other students without consent,
- Deliberately breaking software licensing agreements,
- Wilful damage to College owned devices on loan to students,
- Sharing online details of other students without consent,
- Appearing online dressed inappropriately,
- Smoking (including e-cigarettes), drinking alcohol or taking drugs whilst online,
- Deliberately engaging in activity that is regarded to be cyberterrorism, cyberstalking or cyberbullying

College Managers will determine if any of the above constitutes gross misconduct.

### **Time Out from College to Cool Off**

Curriculum Managers and Heads of Faculty may issue a “cooling off” period in the event of a student being overly upset as a result of an incident. The student should be allowed time to recover from the initial upset but can engage in College activities on the next timetabled day.

### **Precautionary Suspensions**

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

## **Support**

This code and the Student Disciplinary Policy & Procedure can be discussed with your Academic Tutor in the first instance.

## **Further Information**

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

- **Acceptable Use Policy –Students**
- **Assessment & Verification 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:

The Leadership Team

Date of version:

June 2020

Responsibility for Implementation/Review:

VP/Curriculum & Quality

Review date:

June 2022


EIA Date:

June 2020



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