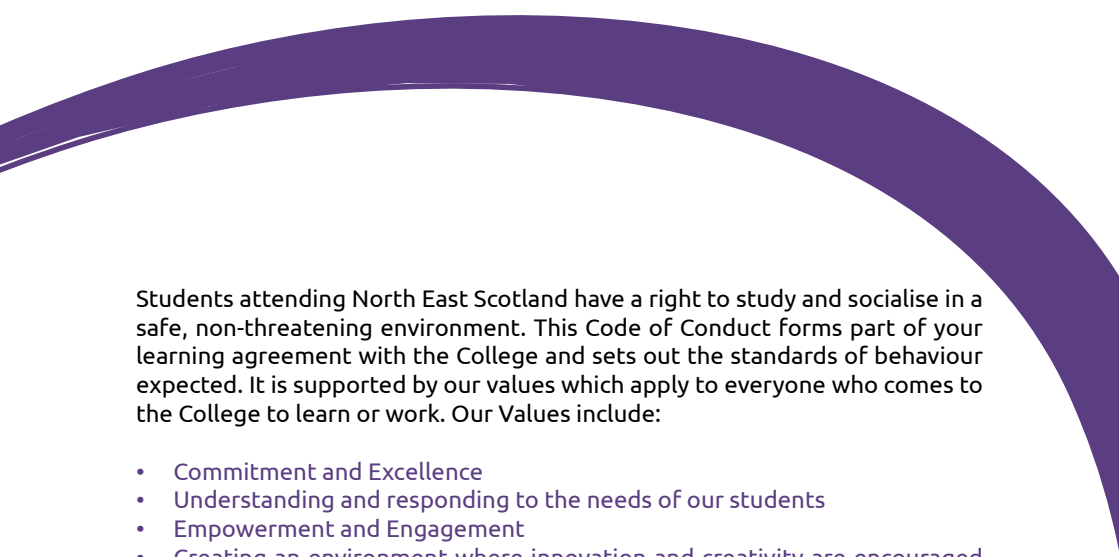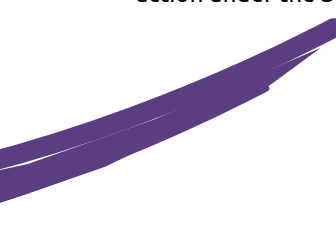# NORTH EAST SCOTLAND COLLEGE

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. 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
- 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

- Showing a lack of respect to any students, staff or visitors
- Failure to follow reasonable instructions of staff
- Unacceptable language
- Deliberate failure to complete and submit work to 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 during any learning activities or whilst on campus
- Attending College, on campus or online, dressed inappropriately.

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
- Possession of an offensive weapon, a bladed or pointed article or a corrosive substance (this includes imitations)
- Actions that breach the College's Health and Safety Policy, instructions and procedures relating to campus safety measures
- Drug, solvent or alcohol possession at College
- Deliberate acts of plagiarism or cheating
- Deliberate and repeated failure to engage with learning activities without reasons
- Willful damage to College property, including loan devices.

The aim of the IT Acceptable use Policy is to ensure that College IT Facilities are used in a safe, fair and lawful manner, with every individual adhering to the personal responsibilities set out in the policy.

Examples of unacceptable conduct and IT misuse include:

- Deliberately engaging in activities related to Cyber-Security or terrorism
- Sharing confidential or personal information and breaching Data Protection law
- Activities deemed as Cyber-Bullying
- Creating, downloading, sharing material that is indecent, offensive, threatening or discriminatory.

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

Time Out from College to Cool Off

In exceptional circumstances, a student may be removed from class at the discretion of the Lecturer. If necessary, for example if the student is overly upset as a result of an incident, staff may ask the student to leave the class. The student should be allowed time to recover from the initial upset but can then re-engage in College activities on the next timetabled day.

Precautionary Suspensions

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

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

Support

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

Further Information

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

- Acceptable Use Policy – Students
- Assessment & Verification Policy
- Bullying Policy
- Student Code of Conduct
- Student Disciplinary Policy and Procedure
- Copyright for Students
- Data Protection for Students
- Environmental & Sustainability Strategy
- Equality & Diversity Policy Staff and Students
- Student Alcohol & Substance Misuse Policy
- Position statement on Extremism & Radicalisation
- Fitness to Study Procedure

NORTH EAST SCOTLAND COLLEGE

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