

## South Gloucestershire and Stroud College Learner Code of Conduct 2016 - 2017

This **Learner Code of Conduct** sets out the College's behaviour expectations for an outstanding learning experience. As a learner at SGS, the College expects you to commit to the highest standards of behaviour whilst on College premises and offsite when representing the College. Failure to meet these behaviour standards will trigger the use of the College's Enabling Positive Behaviour and Learner Disciplinary Policy and Procedure. The **Learner Charter** sets out the College's commitment to providing you with the best educational experience possible. Working in partnership with you and your peers, we aim to provide a respectful, safe, supportive and enjoyable learning environment for all.

### Behaviour Expectations

We expect the following from you whilst on College premises and offsite when representing the College:

- Attend all aspects of your study programme, inclusive of Maths and English, meeting the College attendance target.
- Wear your lanyard and ID card.
- Be polite and treat everyone with dignity and respect.
- Be considerate to others and the College environment.
- Fully commit to your learning experience by attending all required activities.
- Be punctual and ready to learn.
- Communicate regularly with your tutor.
- Work hard, keep up-to-date with your work and make the most of opportunities to learn whilst at College.
- Seek help at the earliest opportunity from the College should you need it.
- Stay safe and do not put others at risk.
- Treat College property with care and follow relevant College guidelines when using specialist equipment, including IT equipment.
- Adhere to College guidance on the use of social media, the Internet and mobile devices as outlined in the learner handbook.

### You may:

- only smoke in the designated smoking areas whilst on College premises.

### You must not:

- behave in a disruptive, aggressive, abusive, intimidating or anti-social way;
- disrupt or interfere with the education, learning or personal safety of other learners;
- display, communicate or circulate any material by any means which is designed to cause offence, incite violence or hatred or distress to others;
- communicate or send annoying, obscene, malicious messages in person or by telephone, text message, email or any source of social media;
- be intoxicated whilst at College due to alcohol or use of recreational drugs or so-called "legal highs";
- consume or possess toxic, dangerous or controlled substances;
- cause malicious damage to, or theft of, the property of other learners, staff or visitors to the College;

- gain unauthorised access, or make modifications to College files or computer materials;
- carry any weapons or any other object with the intention or purpose of use in a threatening way;
- falsify College documents or submit materials or work for assessment which has not been made or authorised by you;
- take part in any illegal activity; and
- behave in any way which adversely affects the reputation of the College.

### Plagiarism, Collusion or Cheating

In the event that you are suspected of any of the following activities, an investigation will be carried out by the appropriate manager in accordance with the Joint Awarding Bodies guidelines and the SGS Assessment Policy:

- Plagiarising work from another individual or source (such as the internet), by copying and passing off such work as your own, or allowing work to be used by others.
- Colluding by working collaboratively with others to produce work that is submitted as your own work, or the work of a single individual alone.
- Falsifying results and / or evidence.
- Cheating by communicating with others by any unauthorised means when this is not allowed, (e.g. in a supervised session).
- Using unauthorised materials when under test conditions.
- Altering any results document, including certificates.
- Cheating in any other way which undermines the integrity of the assessment process.

### Academic Appeals

If you feel that your work has been assessed unfairly, you may appeal against an assessment decision at any stage. Appeals should be lodged initially with the appropriate course tutor / leader within 10 working days of receiving your initial grade, and will be reviewed in accordance with the Joint Awarding Bodies' guidelines as appropriate. If you are dissatisfied with the outcome of the appeal, you may request that the Head of Sector or the Vice Principal consider the matter further.

I understand and agree to the Learner Code of Conduct outlined above. I understand that failure to adhere to this code of conduct may invoke the Enabling Positive Behaviour and Learner Disciplinary Policy and Procedure.

Signed (Learner):

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Signed (Tutor):

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Date:

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*All learners are also required to sign an additional **Social Media and Educational Study Visits Code of Conduct**. Sports Academy students are also required to sign an additional **Sports Academy Code of Conduct**.*