

## Code of Conduct for Students

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

### Students at Bedford College 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 activities regularly and punctually
- 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 provided
- work hard and complete all work within specified deadlines
- take an active part in reviewing their progress with their tutor
- seek help from their tutor or Student Services if they need it
- act safely so that they do not put themselves or others at risk and observe all health and safety rules of the College
- carry 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 or litter
- pay all fees and other costs for which they are liable, or seek advice from us if in financial difficulty.
- abide by all College policies and procedures.

### Students at Bedford College must not:

- behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner
- 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 at College 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
- consume, possess or supply toxic, dangerous or controlled substances
- 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 media
- cause malicious damage to, or theft of, the property of other students, staff or visitors of the College
- use foul or abusive language
- gain unauthorised access to, or make modifications to, College files or computer material
- enter any part of the College to which the student is not entitled 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 has 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), or allow one's work to be knowingly plagiarised
- take part in any illegal activity
- behave in any way which adversely affects the reputation of the College.

**As we have a duty of care to you, our students, staff and visitors, we require all those applying for a place at College to declare any unspent criminal convictions.**