

STUDENT CODE OF CONDUCT 2019/2020

Please ensure that you read this thoroughly. You will be asked to sign that you accept it. If you have any queries contact your Course Manager, the Student Welfare Team or the Wardening Team.

Your time spent with us should be a pleasurable and rewarding experience and you can expect to be taught by experienced and qualified staff in an environment conducive to study.

In order to maintain an environment that is pleasant and safe for all students, staff and visitors, we expect everyone to comply with the Code of Conduct.

Disciplinary measures referred to in this section could mean suspension from the course or removal of the privilege of a place in accommodation. Those students who do not observe the College Code of Conduct may not be permitted to continue on their course.

- 1. College Requirements** – you must comply with the Student /College Contract 2019 / 2020.
- 2. Support**
 - If you have a problem relating to academic matters then please talk to your Course Manager, subject lecturer or Learning Support staff. The Student Welfare Team and Wardening staff are also available if you need someone to talk to about welfare and personal matters.
 - While you are at College you will be supported by professionally qualified lecturers and support staff who will provide advice, guidance and support, encouraging you to achieve your maximum potential and to progress to your next course, apprenticeship or employment.
- 3. Attendance**
 - **100%** attendance at all programmed academic, practical duties and 1:1 tutorials / support sessions is expected of all students unless prevented by illness or prior permission for absence has been granted.
 - If for any reason you will be absent from your class you must call the absence line by **9am on 01305 215 111** or by emailing StudentAbsence@kmc.ac.uk .
 - Permission for absence from classes and practical duties, including weekends, will only be granted for special reasons by your Course Manager.
 - If your attendance falls below 95%, without good reason, you will be required to meet with your Course Manager and/or Departmental Academic Manager and may be subject to the College Disciplinary procedure.

STUDENT CODE OF CONDUCT 2019/2020

4. Absence through Sickness

- All resident and non-resident students must contact the absence line on **01305 215 111** or by emailing StudentAbsence@kmc.ac.uk by **9am** on the first day of sickness.
- Failure to do this will mean an absence mark on the register. Any student who is absent from timetabled activities for more than five consecutive days must provide either a doctor's note or self certification on their return to College.

5. Safety

- Information on Health & Safety is provided at enrolment, induction week and throughout the course. All students must familiarise themselves with provided safety information and comply with it at all times. Some practical teaching will involve potentially hazardous activities and instructions are designed for the protection of students, staff and visitors.
- All students have a responsibility to report any hazards they see at College to avoid unnecessary accidents taking place.

6. Environment for the enjoyment of all members of the College community:

- Keep classrooms, student accommodation, social and communal areas, the LRC, restaurants and all public areas safe, clean and tidy.
- Put all litter in bins provided.
- Do not take food and drink (except water) into classrooms, computer rooms or the LRC.
- Smoking only in designated areas. Please note from September 2019 the Campus is a now a smoke- free zone.

7. Damage to College Property

- Any damage to College property must be reported to the Premises & Estates Manager, Course Manager, Student Welfare staff or a Warden immediately.
- Students responsible will be charged for the damage caused and disciplinary action taken in cases of wilful damage.

8. Standard of Dress

- All students must abide by the student uniform and PPE guidelines outlined at enrolment.
- It is important that students adopt a standard of dress and general appearance that is acceptable and appropriate to the industry in which

STUDENT CODE OF CONDUCT 2019/2020

they intend to work and recognise that the College is a meeting place for diverse organisations and groups.

- All students **must** wear their lanyards and ID card at all times, unless directed to remove it by their teacher for safety reasons.
- If students do not conform to these reasonable requirements they may be precluded from attending classes or visits.

9. College Values – Inspire * Challenge * Care

- All students are expected to demonstrate College Values in their behaviour on and off site. These are to show courtesy towards others, including extending courtesy to outside speakers and visitors to the College. A good standard of behaviour whilst engaged in all College activities on and off campus must be maintained. Further details of what is expected of students can be found in The Deal (Course Handbook).
- We also expect students to demonstrate British Values in their behaviour and approach to others
 - Democracy (your opinion counts)
 - The Rule of Law (no one is above the law; law protects everyone; innocent until proved guilty)
 - Individual liberty (freedom of speech)
 - Respect and tolerance (all backgrounds and cultures; all ages; all genders and sexualities; all religions and beliefs)

10. Fire Precautions

- Students must make themselves aware of College Fire Precautions. Fire notices are displayed around the College. A fire practice will be held once a term.
- Students who misuse fire prevention equipment and fire alarm systems will be subject to disciplinary action and charged for the cost of making good any damage and false alarm responses.

11. Shotguns and Other Firearms (including replica firearms)

- No shotguns or any firearms (including ammunition and replica guns) may be brought onto College premises without the express written permission of the Principal.
- No firearms or ammunition whatsoever are to be kept in vehicles or College accommodation or lodgings. No fireworks or explosive materials may be kept at or used on the College estate.
- Any abuse of the firearms regulations will be treated as a criminal matter and will be reported to the police.

STUDENT CODE OF CONDUCT 2019/2020

12. Knives

- It is illegal to carry a knife* with a blade or sharp point in public unless you can prove you need to. Under the law anyone found guilty may be imprisoned for this offence. Imprisonment could be up to four years for carrying a knife with intent to injure.

*Knives are not permitted at College but certain courses may require you to use a small folding penknife with a maximum 7.6 cm cutting edge. You will be advised by the Course Manager if you require one.

13. Motor Vehicles

- Motor vehicles may be brought onto College premises under the following conditions: the vehicle must be fully insured, licensed and MOT tested. Students must have a full clean driving licence (except for the use of motorcycles where a provisional licence is acceptable).
- All vehicles must be registered with the Transport/Admissions Office before they are brought on to the campus.
- The College will **not** accept any liability for loss or damage to vehicles or their contents howsoever caused, excepting loss or damage arising through proven negligence on the part of the College.
- It is advisable to have sufficient insurance in place if you intend to carry one or more passengers in your vehicle, especially around the Campus. The College will **not** be liable for any damages or injuries if you choose to ignore this advice.
- Please read and sign the Campus Parking and Vehicle Use Policy if you intend to bring a vehicle to College. The **maximum** campus speed limit is **20mph**.

Do's and Don'ts

- No smoking in cars whilst on the campus grounds (student/staff non-smoking policy).
- No joyriding etc.
- No interfering with other people's vehicles

14. Bicycles and Skateboards

- Students may bring bicycles onto the campus at their own risk; all cyclists should wear Hi-Viz clothing or have reflective strips, ensure they have working lights in winter and purchase an appropriate bicycle lock to ensure risk of theft is reduced.
- Bicycle racks are located at the LRC; Stinsford Farm House; Higher Dairy Farm House; Stafford Centre.
- The use of Skateboards is **not** permitted on the Campus.

STUDENT CODE OF CONDUCT 2019/2020

15. On Foot

- The College has an extensive network of footpaths and pedestrian walkways. Please use these when walking around the campus and avoid walking on vehicle routes wherever possible.

16. Dogs/Pets

- No pets (excluding Assistance dogs) may be brought onto College premises other than directly in connection with a course in Animal Welfare and Science. Prior approval must be obtained from the relevant Course Manager in these circumstances.
- Students must comply with arrangements made for the housing and exercising of their animals. It will be the responsibility of the animal's owner to clean up after their pet.
- Owners of all dogs on site must possess a current certificate of vaccination for their dog and ensure their dog is wormed regularly.

17. General Issues

- All items of personal property are brought onto the College premises entirely at the student's own risk and Kingston Maurward College accepts no liability for any loss of, or damage to, such property except if the loss or damage is proven to be as a result of the negligence of the College.
- Students are advised to take out their own insurance to cover personal belongings. Any items of personal belongings left at the College at the end of the academic year will be disposed of if not reclaimed by the owner within one month of the last day of the summer term.
- Students are expected to conduct themselves in such a way that damage is not caused to College premises. However, any damage that occurs anywhere on College premises must be reported to the Premises & Estates Manager, Course Manager or Wardening Team immediately.
- If you are under 18 it is College policy to involve your parents/guardians if we have any cause for concern regarding your progress on your course or at the College in general. This is to help us to support you appropriately and is with your consent via ProPortal.
- In addition you will be issued with a Student Handbook which contains a copy of the College Charter outlining the College's commitment to you.

18. General Regulations of the College

- These are printed on the reverse of the enrolment form.

STUDENT CODE OF CONDUCT 2019/2020

19. Disciplinary Procedure

- This can be found on Moodle and will be followed whenever a student's misconduct warrants the disciplinary procedure being invoked.

20. Complaint Procedure

- If you have a complaint about your course or any other aspect at Kingston Maurward you will find the College Complaints procedure on Moodle.

21. Student Agreement to abide by the Code

- In order that there be no misunderstanding between you and the College as to what is expected, you are required as a condition of enrolment to read and agree this Code of Conduct / Contract at course enrolment. This is an indication of your commitment to comply with the Code.

ProPortal – 'Information I have read'

To confirm you have read and understood the following information and agree to abide by these rules – please tick the box on ProPortal

- 1) Academic Misconduct Policy
- 2) Anti-Bullying and Harassment Policy
- 3) Code of Conduct
- 4) College Transport Code of Conduct
- 5) e-Safety Policy
- 6) Health and Safety
- 7) ICT Acceptable Use Policy
- 8) Parking and Vehicle Use Code of Conduct
- 9) Safeguarding Policy
- 10) Student Clothing Policy
- 11) Use of mobile phones whilst on Campus