

HARBEL COLLEGE

**Student Code of Conduct 2019**

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## **Student Code of Conduct**

### **Introduction**

The purpose of the College is to provide teaching, encourage learning and promote research. It also aims to support the recreational and social needs of its students. It is a community which embraces diversity and requires consideration, acceptance and courtesy in all behavior.

The College expects all staff and students to show respect for one another in all aspects of their contact. This Code of Conduct includes the Regulations Governing Student Conduct and applies to all students on taught courses, research degrees and short courses, and to students' visitors.

Any breach of the Code of Conduct will be taken seriously and where necessary dealt with through the Student Disciplinary Regulations. Sanctions against unacceptable behavior will be applied consistently in the interests of everyone's learning, teaching and social experience.

This Code should underpin all interaction in the public parts of the College. The particular requirements of various aspects of the higher educational experience make specific codes of conduct necessary for different parts of the College. The two areas that have specific codes are as follows:

- Libraries and IT Labs

Local guidelines are also in place in some specialist learning environments. In these cases, students on relevant courses will be notified separately of any specific requirements to which they must adhere.

### **1. Expectations (General, Health & Safety)**

- 1.1. Students must follow formal instructions given by staff.
- 1.2. In the interest of the security of all members of the College, students must show College Identity Cards whenever they are requested. Loss of a College Identity Card must be reported immediately to the nearest Reception desk.
- 1.3. All members of the College should take responsibility for the safety of their personal property, keeping valuables with them at all times. Unattended property will be removed by staff and deposited at the Reception Desk for reasons of security. Property will be held by the Reception Desk for a maximum period of 6 months before being destroyed by the College. Suspicious packages must be reported to the Building Services Manager, who will then contact the police.
- 1.4. College material, furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged materials, furniture, and equipment to an appropriate member of staff as soon as possible.
- 1.5. Students may not bring babies or children (under 18) onto the College's

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premises unless in emergency childcare situations, as long as the arrangement is practicable and the safety of the child and others is not compromised:

- Their presence **does not** disrupt normal College activity;
- The activity is fully risk assessed (this includes them remaining under supervision at all times, while on College premises and not allowed access to hazardous areas etc. like labs and workshops);

- 1.6. Students bringing visitors onto College premises must ensure that they are signed in appropriately at reception and are responsible for ensuring that they comply with the Code of Conduct.

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- 1.7. If the alarm sounds continuously, everyone should leave the building promptly by the nearest exit and follow instructions from staff. Any student failing to evacuate a building promptly during a fire alarm will be dealt with through the Student Disciplinary regulations.
- 1.8. Improper or malicious use of safety equipment will be dealt with through the Student Disciplinary Regulations and may result in a period of suspension from the College.
- 1.9. In line with general health law, the College has a No Smoking Policy and in the interest of all, smoking is restricted to a small number of designated outside areas, which are clearly signed.
- 1.10. All members of the College are asked to help to keep the environment pleasant by putting rubbish in the bins.
- 1.11. Assistance dogs are the only animals that may be brought onto College premises.

## **2. Expectations (Teaching Environments)**

- 2.1. The core purpose of the College is to offer teaching, support learning and encourage research. As such, it is extremely important that the teaching environment allows students to learn to their fullest potential.
- 2.2. Students who do not meet these expectations may expect to be asked to leave [the relevant teaching, learning or research opportunity] and may also be subject to disciplinary action.
- 2.3. Sessions should start on time and students should arrive punctually since late arrivals are disruptive to other participants.
- 2.4. Access is not normally allowed into lectures, seminars and tutorials after the start of the session. Latecomers may be refused entry, and should leave immediately, if requested. In the event that a student wishes to leave a lecture, seminar or tutorial before its scheduled finished time, the prior agreement of the session leader should be obtained except in the case of departure necessitated by reason of illness or other unforeseen circumstance.
- 2.5. All mobile phones, and other electronic devices must be switched off in class (except in exceptional circumstances and with permission from the session leader). Laptops (and other auxiliary aids required due to disability) can be used, with permission from the class tutor.
- 2.6. No video or tape recording of any session should take place without the permission of the tutor and other students/participants.
- 2.7. Students should not talk amongst themselves whenever anyone is addressing the class as a whole.
- 2.8. Only bottled water, but no other food or drink may be taken into classrooms (unless specific permission is given, where students have particular

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medical/dietary requirements).

### **3. Non-exhaustive examples of breaches of the Regulations for Student Conduct**

The Disciplinary Procedure may be invoked if a student is alleged to have committed any action which interferes with the achievement of the College's objects as stated above, or which adversely affects the safety or well-being of the College's staff and/or students and/or visitors, or which may bring the College into disrepute. This list is not exhaustive. The College may choose to investigate and take action on misconduct offences whether they take place on College, premises or elsewhere, including online and in social media.

- 3.1. Failing to comply with the [Student Code of Conduct](#), or with other College policies and regulations which sets out expectations of student behavior.

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- 3.2. Disregarding the legitimate instruction of an authorized officer of the College.
- 3.3. Engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt:
  - a) teaching, learning, assessment or research carried out within the College or on field work or industrial placement or similar;
  - b) the administration of the College;
  - c) the discharge of duties or activities by any members of the College staff or authorized visitor of the College;
  - d) the holding or orderly conduct of any meeting or activity approved by the Administrators or officers authorized to do so on its behalf.
- 3.3. Obstructing, or attempting to obstruct, the access of staff, students or members of the public (entering with the permission of the College's Administrators or authorized officers) to any College premises, on the understanding that peaceful picketing within the law shall not be regarded as obstruction or attempted obstruction.
- 3.4. Taking part in any trespass against, or unauthorized occupation of, any part of the College premises. Occupation will be deemed to be unauthorized if continued after reasonable notice to desist has been given by, or on the authority of, the President, or if the student has occupied premises, or a part thereof, to which access by students is normally, prohibited.
- 3.5. Failure to disclose identity (i.e. name, College ID number, address and course details) to a member of Staff of the College and/or obscuring or attempting to disguise identity so that it cannot be ascertained by a member of Staff of the College in circumstances in which it is reasonable to require that such information be given.
- 3.6. Allowing another person(s) to access the College buildings, services or facilities using your Student ID card.
- 3.7. Damage to or defacement, caused intentionally or recklessly, or misappropriation of College property or the property of other members of the College and/or the College community, or any other property into which the Student enters, or misappropriation of such property whilst engaged in College activities;
- 3.8. Distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;
- 3.9. Misuse or unauthorized use of College premises or items of property, including computer misuse;
- 3.10. Action likely to cause injury to, or impair the safety of, either themselves or others on College premises or whilst engaged in any College activity;
- 3.11. Fraud, deceit, deception or dishonesty in relation to the College or its staff or

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students;

- 3.12. Making false, frivolous, malicious or vexatious complaints
- 3.13. Invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by the College, including information held on the College's computer systems.
- 3.14. Threatening or engaging in violence, harassment, bullying or abuse, either physically, verbally, in writing or via social media, or contravening the College's Policy.
- 3.15. Violent, indecent, disorderly, intimidating, threatening or offensive behavior or language (whether expressed orally, in writing or electronically) on the College premises or whilst engaged in any College activity or contravening the College's Policy.
- 3.16. Sexual, racial or other kind of harassment of any student, member of staff or other employee of the College or any authorized visitor to the College or contravening the College's Policy.
- 3.17. The possession, use or supply of drugs (including the misuse of prescription drugs or legal highs), or weapons.
- 3.18. Anti-social behavior, including but not limited to anti-social behavior as a result of intoxication through alcohol or drugs.
- 3.19. Breach of the provisions of the College's Freedom of Speech Code of Practice or of any other code or College rule or regulation which provides for breaches to constitute misconduct under this code;
- 3.20. Behavior either on or off College premises which may bring the College or any member of the College into disrepute.
- 3.21. Conduct (wherever occurring) resulting in the student receiving a formal police caution, community resolution order or other penalty imposed by the police, notwithstanding that the student is not subsequently charged or convicted of an offence.
- 3.22. Being found guilty of any criminal offence such as is likely to damage the good name of the College or, behaving in such a way as would amount to a criminal offence.
- 3.23. failure to declare a criminal conviction to the College subject to the Rehabilitation of Offenders Act;
- 3.24. conduct which constitutes a criminal offence where that conduct:
  - i. took place on College premises, or;
  - ii. affected or concerned other members of the College community or;
  - iii. damages the good name of College or;
  - iv. itself constitutes misconduct within the terms of this Code or;
  - v. is an offence of dishonesty, where the Student holds an office of responsibility in the College, or;

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- vi. involves a student registered on a programme leading to membership of a professional body and where that conduct may fall short of the professional codes of conduct such as to render the Student unfit to practice, or;
  - vii. resulted in the acquisition of a criminal conviction for an offence not involving members of the College or its premises, but which may affect the safety of a member of the College or the premises of the College or which could bring the College into disrepute.
- 3.25. failure to comply with a previously imposed penalty under these regulations;
- 3.26. Being in breach of the conditions of a tenancy/license agreement in respect of College residential accommodation or Student Residence Regulations.

## **4. Code of Conduct for Libraries and IT Rooms**

- 4.1. There are Library and various IT rooms at each of the College's sites supporting teaching, learning and research. In order to ensure that everyone has equal access to the materials that are provided and to avoid the frustration that occurs when learning resources are damaged or missing, the following points should be observed.

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- 4.2. A security system operates in the libraries. Any reader activating the system may be required to show library staff all items in their personal baggage. Students should not attempt to remove materials without first having them issued at the library counter.
- 4.3. Students should ensure that any loss of library materials is reported to library staff immediately. They will be liable for their cost so that replacements can be made.
- 4.4. Quiet is to be observed in the library at all times and silence must be observed in some designated areas. If there is an area provided for group work, then noise should be kept to a minimum.
- 4.5. In order that access to computers and desks is fair and that students can use a workstation when they need to, bags or possessions must not be used to reserve seats. Any property left unattended for more than a few minutes may be removed by staff.
- 4.6. The distribution of leaflets and posters in the library is forbidden unless students have explicit permission from the Library Manager. Unauthorized leaflets will be removed.
- 4.7. Use of the College's computers and network is subject to the conditions of the Security & Use Policy, with which students should be familiar, and which is available online via page: <http://www.hc.edu.lr/library-and-it/regulations-and-policies>
- 4.8. In order to ensure that work is not lost, and in order to protect their personal data, students are strongly advised to save their work frequently and not leave their computer account open. This is particularly important as any computing workstation left unattended will be logged off and students may therefore lose unsaved information. Leaving your account open is also a serious security risk, as you may leave yourself open to data theft/misuse.
- 4.9. All mobile phones, and other electronic devices should be set to silent and calls cannot be made or received in the designated silent study areas. Students may make or take calls in group study areas.
- 4.10. Hot or cold drinks may be taken into the library, alcohol is not permitted. Food is not allowed.
- 4.11. Inappropriate use of IT equipment, the Internet or social media, including breaches of the IT Security & Use Policy.