

# STUDENT CODE OF CONDUCT



THE ADAM SMITH COLLEGE, FIFE  
INSPIRING LEARNING

Students agree to follow the Code of Conduct when they enrol. (\* College policies and Procedures are available in full on the Intranet for elements marked with \*.)

Individuals who do not follow the Code of Conduct may be dealt with through the Disciplinary procedure.

## 1 Attendance\*<sup>1</sup>

Full attendance, as far as possible, is expected of all students. Those who get EMAs must have 100% attendance or they will lose their money. Absence below 90% will result in a stage 1 guidance interview for all students.

It is important that you discuss any problems regarding attendance with your Programme Leader or a member of the teaching team, who may be able to offer advice and guidance with the difficulty you are experiencing.

## 2 Late Arrival/Appointments

Appointments should be arranged for times outwith classes to avoid disruption.

Late arrival or early departure must be agreed with the class lecturer in advance.

## 3 Equal Opportunities\*<sup>2</sup>

You must observe and follow the College Equal Opportunities Policy, and treat people fairly regardless of their gender, religion, sexual orientation, age, race, class or disability.

## 4 Respect for Others

You must show respect to all members of the College community and must not prevent others from achieving their goals in learning or recreational activities.

## 5 Language

Language or gestures that offend other members of the College community must not be used.

## 6 Bullying and Harassment\*<sup>3</sup>

Intimidation, harassment, provoking or threatening any individual whilst on College related activities is not allowed.

## 7 Behaviour

You should behave in a responsible and reasonable manner within the College, and not damage the reputation of the College

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<sup>1</sup> Attendance and Achievement Policy

<sup>2</sup> Equal Opportunities Policy; Race Equality Policy; Inclusiveness Policy; Disability Statement

<sup>3</sup> Anti-Harassment and Bullying Policy and Procedure

## **8 Internet and E-mail Acceptable Use\*<sup>4</sup>**

By signing the enrolment form you are agreeing that you will use the Internet appropriately and will not transmit, retrieve or store any communications, which are

- Discriminatory or of a harassing nature
- Insulting or offensive to any group or individual
- Obscene or pornographic - this includes images of nudes or sexual acts
- Abusive, worrying, annoying or threatening to others
- Chain letters
- Illegal or against college policy

## **9 Drug and Alcohol Misuse\*<sup>5</sup>**

Students should not possess, use, supply or be under the influence of alcohol or any illegal/harmful substance in the college environment.

## **10 Health and Safety\*<sup>6</sup>**

It is expected that students take proper care of themselves and others so that their actions or omissions do not cause harm to their own health and safety and that of others.

## **12 Property**

Students should not misuse or cause damage to either College property or property belonging to staff, fellow students, or attempt to unlawfully remove equipment from College premises.

## **13 Smoking**

The college is a non-smoking environment. Smoking is not allowed in the College apart from in the designated area.

## **14 Gambling**

Gambling is not allowed on College campuses.

## **15 Eating/Drinking**

Students should only eat and drink in the designated areas within the College

## **16 Copying - Academic Deceit**

When you hand in an assignment or assessment it must be your work. You must not engage in:

- Plagiarism which is defined as 'copying or passing-off as your own, work which belongs to another'
- Cheating in examinations

## **17 Mobile Phones and Electronic Devices**

Mobile phones, electronic devices and pagers should be turned off and not used during class or in designated learning areas.

## **18 ID Cards**

You will be provided with name cards for identification and security. You must present (display) your card when asked.

## **Failure to Comply with the Code of Conduct**

If a student breaches the Code of Conduct, the College may implement the Disciplinary Procedure.<sup>7</sup> Details of this are available in full on the Intranet, but the following are key features:

A student shall have the nature of any breach of discipline fully explained and in normal circumstances be given an opportunity to prepare and present a response prior to any form of action being taken by the College.

A student may be accompanied at a Disciplinary Hearing by a friend, Students' Association representative or other appropriate person e.g. National Union of Students representative.

A student shall be notified in writing of the outcome of any hearing and the action to be taken, including the right to appeal.

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<sup>4</sup> Internet and Email Acceptable Use Policy

<sup>5</sup> Misuse of Alcohol and Drugs Policy and Code of practice

<sup>6</sup> Health and Safety Policy

<sup>7</sup> Student Disciplinary Procedure