



Student Code of Conduct

College values

Our values express who we are and how we do things at Gateshead College.

Our core values are:

- Respect others. We are kind and considerate to everyone
- Take responsibility. We act honestly and do what we say we will do
- Have courage. We give things a go and stand up for what is right
- Be creative. We are open minded and explore new ways of doing things
- Work together. We value our differences and learn from each other

Equality Diversity and Inclusion

We are committed to promoting equality and diversity and we will not tolerate any form of prejudice, discrimination, victimisation or harassment.

We aim to ensure that no one is treated less favourably than any other and that all feel included. It is everyone's responsibility to ensure that we can all enjoy our time here together and that the rights and dignity of individuals are respected.

Student Code of Conduct

Students are required to familiarise themselves fully with the contents of the Student Code of Conduct (the Code of Conduct) and the Student Disciplinary Procedures (the Disciplinary Procedures).

1. Introduction

- 1.1** The Code of Conduct sets out the standard of conduct which the College requires of all students enrolled with the College whether or not their course is validated by, or associated with, any other institution and regardless of their site of study. It applies throughout the calendar year and is not restricted to College terms.
- 1.2** The Code of Conduct applies to any activity associated with or organised by the College including work placements, trips, visits and events and to any conduct which may have an adverse impact on any member of the College community and/or on the work or reputation of the College whether or not such conduct occurred at College or during a College associated or organised activity.
- 1.3** Any breach of the Code of Conduct may lead to action being taken by the College

under the Disciplinary Procedures. The scale and severity of the alleged breach of the Code of Conduct will determine at which stage the student is engaged in the Disciplinary Procedures although it is normally expected that the Procedures will be engaged at Stage 1. Repeated, persistent or sustained breaches of the Code of Conduct, or a single, serious breach, may result in a student being excluded from the College.

1.4 Gross Misconduct: Serious breaches of the Code of Conduct may be construed by the College as gross misconduct and be dealt with at a Third Stage Hearing without being dealt with at earlier stages of Disciplinary Procedures. The following are examples of what may constitute gross misconduct (students are reminded that the following is not an exhaustive list):

- Any incidents linked to sexual harassment or threats of sexual violence, online or in person
- persistent, sustained and/or repeated instances of misconduct
- violence or threat of violence
- carrying or possession or supply of offensive weapons
- serious breach of the College's Health and Safety Policy and regulations, Equality and Diversity Policy and/or Information Technology and Communications Policy
- endangering the health, safety and/or welfare of themselves or others
- theft of or serious damage to College property and/or equipment
- any discrimination, prejudice, harassment, bullying or victimisation
- any drug or alcohol related incident
- falsification or serious misuse of documents or information (e.g. relating to academic achievement or financial entitlement) or provision of significantly false or misleading information to the College
- any criminal act
- any behaviour that may have a serious adverse impact on College students, staff or visitors or on the work or reputation of the College.

2. Obligations of Students

2.1 Students are required to conduct themselves at all times in a manner which upholds the good reputation of the College and which does not obstruct the administration and work of the College or the learning or enjoyment of its students and to abide at all times by all College values, rules, regulations, policies and procedures.

2.2 In particular and by way of example, students:

- a. **Must not** engage in any behaviour linked to sexual harassment, threats of sexual violence or harassment. Sexual harassment can include, (this list is not exhaustive):
 - Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
 - Sexual "jokes" or taunting;
 - Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature

- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - non-consensual sharing of sexual images and videos;
 - Sexualised online bullying;
 - Unwanted sexual comments and messages, including, on social media sexual exploitation; coercion and threats
- b. **must** be polite and treat all members of the College community and College visitors with respect and **must not** engage in any behaviour that degrades others
- c. **must** familiarise themselves with and comply with the College's Equality and Diversity Policy
- d. **must not** engage in any form of harassment, discrimination, prejudice, bullying or victimization
- e. **must not** record videos or images of other students or staff on their mobile or any other device without their permission.
- f. **must** treat the College environment with respect and show care for facilities and equipment and **must not** cause any damage to College property, facilities and equipment and/or the property of others
- g. **must not** use offensive or intimidating language (verbal, written or otherwise), including in emails, media or social media
- h. **must** comply with all reasonable instructions of College staff including in relation to administrative matters such as those relating to the keeping of College records, examination entries and post-College destination information
- i. **must** familiarise themselves and comply with the College's Health and Safety Policy and regulations, Safeguarding and Prevent Policies and take reasonable care for their own health and safety and that of others and **must not** endanger the health, safety and/or welfare of themselves or others
- j. **must** familiarise themselves and comply with the College's Information Technology and Communications Policy
- k. **must not** smoke in non-smoking areas
- l. **must not** cheat, plagiarise or copy the work of other students or otherwise engage in any academic misconduct
- m. **must** improve attendance, punctuality and/or standard and/or progress of work following instruction by a member of staff to do so
- n. **must not** engage in any intimidating, unduly noisy or unruly behaviour or use foul or abusive language (verbal, written or otherwise)
- o. **must not** disrupt any class or any other College activity whether or not staff

or other students are present

- p. **must not** deliberately or negligently cause damage to any College buildings, property and/or equipment (including books or furnishings) or any property of others
- q. **must not** engage in any unauthorised interference with software or data belonging to, or used by, the College
- r. **must not** use, be in possession of or supply illegal drugs or alcohol or be drunk or under the influence of drugs on College premises or during a College associated or organised activity
- s. **must not** engage in bullying, intimidation, taunting or verbal abuse or use violence or threat of violence towards any person
- t. **must not** engage in any behaviour which may have an adverse impact on the work or reputation of the College or have an adverse impact on its students, staff or visitors
- u. **must not** engage in any dishonest or criminal behaviour including the theft of others' and/or College property and/or equipment
- v. **must not** carry or be in possession of or supply offensive weapons
- w. **must not** falsify or misuse documents or information (e.g. relating to academic achievement or financial entitlement) or provide false or misleading information to the College.

2.3 In addition, in relation to their programme of study, **students are required to:**

- a. accept responsibility for their own learning with appropriate support from their tutor, lecturers and other College staff, services and facilities
- b. comply with all personal programmes of study and timetables
- c. attend on time and take part fully in all classes, tutorials, workshops, placements and other activities, obtain prior College authorisation for any lateness or absence and provide explanations for any lateness or absence
- d. attend all classes, tutorials, workshops, placements and other activities, appropriately prepared, wearing appropriate clothing and adhering to any requirement to wear protective clothing, uniform and/or equipment
- e. find out about any course work they have missed from other students in their group or from College staff and complete it by stated deadlines or (where no deadline has been set) as soon as possible
- f. meet all deadlines for handing in work to College staff unless permission has been granted in advance by a relevant member of staff to an extension

- g. actively take part in all reviews of their progress, learning and target setting
- h. contribute to the process of College course reviews and evaluations so that their ideas and opinions may be considered in the design and delivery of study programmes and College services.

3. General Information

- 3.1** A copy of the Code of Conduct and Disciplinary Procedures can be obtained for students on Learner Portal – Information – Student Information. Alternatively, any student requiring a copy of these documents (including in alternative formats) may contact Marketing at the Baltic Campus, telephone 0191 4902456.