

ASKHAM BRYAN COLLEGE

COLLEGE CHARTER AND CODE OF CONDUCT

Our vision for our students

We will support our students to:

- Work in fulfilling roles that make the best use of their skills, knowledge and experience.
- Be able to balance their own needs as their career and personal lives develop.
- Be equipped to respond to the changing requirements of employers including, changes to technology and the economy.
- Understand the importance of fairness, equality, diversity and inclusion and to the value the contribution everyone can make irrespective of their background.

As a potential student and whilst you are a student at our College you can expect:

- Helpful advice and guidance about which courses to study
- Information about support services available to you
- Simple and clear guidelines about what you will need to do to be successful
- Help, including facilities and equipment, to support your individual learning needs
- An induction that helps you to get to know the College, your course, key staff and other students
- Friendly, caring, well qualified and supportive staff
- Interesting and stimulating classes with a variety of learning activities
- Regular opportunities to discuss your progress
- Opportunities to express your views about the course and College
- A safe environment within which to study or live
- To be treated and respected as an individual

As part of our commitment to continuous improvement we welcome your feedback.

During your time at College we will ask if you think we have kept these promises.

STUDENT CODE OF CONDUCT :

As a student and part of our College community, we expect you follow the Student Code of Conduct as set out below. The Code sets out our expectations of you .

YOUR STUDIES:

- Work hard
- Come to College prepared to learn
- Complete work on time and to the best of your ability
- Abide by the regulations of the relevant examination board/awarding body to your course

Academic Misconduct and Plagiarism: Your tutors will explain the ways in which you can behave which are not appropriate in an academic environment. e.g. Plagiarism where you copy other peoples' ideas without their permission. Academic misconduct if suspected will result in an investigation and appropriate action taken including disciplinary action under the College's Disciplinary Procedures.

YOUR ATTENDANCE:

- Turn up to all your classes and any exams on time
- Attend all classes, but let us know in advance if you cannot

Attendance is monitored for each lesson. If you do not attend a lesson and have not notified your tutor that you will be absent, someone will ring you to find out where you are and why you are not in college / at your lessons. Persistence lateness and/or non –attendance, if it is not authorised by a member of staff, will result in disciplinary action.

YOUR BEHAVIOUR:

- Help us to keep the College tidy
- Take care of the College buildings, furniture, equipment and animals
- Make sure you abide by all College policies and if you are residential, your Accommodation Agreement.
- Make sure you are aware of all College Health and Safety rules and regulations
- Follow the reasonable requests or instructions of any member of college staff.
- Show respect to all members of the College community – staff and students, and to our local community outside college to ensure that you do not affect the lives of others in a negative way. This includes behaving in an acceptable and considerate manner at all times when engaged on College activities and conduct yourself so as not to interfere with the work or study of other College members and visitors

The College Disciplinary policy will be explained to you as part of induction. Make sure you visit Moodle to find a copy of the guidance notes on Disciplinaries . All students are expected to meet the expectations outlined in this Student Charter and Code of Conduct (which includes adherence to all College polices) and failure to do so may lead to appropriate disciplinary actions.

YOUR SAFETY:

- inform the College of any medical condition which might have an effect on the health and safety of fellow learners, staff and visitors, particularly in workshop situations. Confidential information will be handled with tact and sensitivity
- take responsibility for your own property, as the College cannot be held responsible for loss of damage, other than damage caused by negligence on the part of the College
- wear your ID badge and lanyard at all times:

As a student of the College, you will be provided with a Student ID badge. You must wear your lanyard and ID badge this at all times to prove you are a student of ours. This is to safeguard you and the College. Without your lanyard and badge you will not be able to access any college facilities including the canteen, library, Student Services, Student Finance and Student Records. Your tutors will check at the beginning of lessons that you are abiding by this policy and you can and will be challenged by any member of staff on campus if you are not wearing your lanyard and badge.

If on a particular day you forget your lanyard you will have to get a replacement from Student Services – you may be charged a deposit which will be refunded on return of the lanyard. Persistent loss/ forgetting of lanyards (3 times or more) will result in you having to buy a new one at a cost of £5. The same goes for your ID card! Refusal to wear a lanyard and ID badge will result in disciplinary action .

Residential students are expected to wear their lanyards at all time whilst on campus (including at breakfast otherwise you will not be served).

The ONLY exception to this is when you are engaged in practical timetabled activities.

AND FINALLY..

Being part of a safe and happy community imposes certain responsibilities upon us all, some of which are outlined in the Student Charter. However, some responsibilities involve us behaving in a positive and supportive manner to those around us. This code of conduct applies to all College buildings, grounds and organised College activities, whether on or off-site.