

Student Code of Conduct

Valuing Others • Teamwork • Integrity

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The *Student Code of Conduct* was approved by the Board of Governors in July 2021. This supersedes the previous publications.

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Student Code of Conduct

1. Introduction

- 1.1 Sparsholt College Hampshire (the College) is a community that has come together for the principal purpose of learning. Like all communities, we need ground rules to help us to live and work together safely and successfully.

2. College Values

- 2.1 The College has a set of values that supports everything we do in our College community. These are:

- Excellence
- Passion
- Teamwork
- Integrity
- Supportiveness
- Valuing others
- Innovation
- Sustainability

3. British Values

- 3.1 The College is committed to the promotion of and implementation of the four key British Values:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance

4. The Student Code of Conduct

- 4.1 This Code outlines how all students are expected to behave as members of the College community. It applies to behaviour on campus, during off-site activities and when travelling to and from College.

- 4.2 The key elements are **Safeguarding, Respect and Responsibility**.

- 4.3 The central purpose of the Student Code of Conduct is to encourage the treatment of others in the way we ourselves expect and want to be treated. Treating all others with respect will help to create a healthy community.

- 4.4 The College will help all learners to prepare for employment, for further study and for life. We expect students to lead the way through presenting those skills that 'Professional Learners' demonstrate:

- **High expectations of yourself**
- **Outstanding attendance and punctuality**
- **Completion of work on time**

- **Good behaviour**
- **Respect for others**
- **Self-belief**

4.5 **The College expects everyone to:**

- Wear a valid student identification (ID) badge on a lanyard visible at all times.
- Behave in a responsible and mature manner, including regarding all online communications, in line with College policies.
- Promote their own safety and wellbeing and that of others in line with Safeguarding and Health & Safety legislation.
- Show respect to all members of the College community including catering outlets, housekeeping and visitors in line with equal opportunities and the College's Single Equality Scheme.

5. Living/Working in the College Community

5.1 **Conduct and Performance Policies**

The College operates conduct and performance policies to support and encourage appropriate behaviour. Full details can be found on the college website.

All inappropriate behaviour will be robustly challenged and, where appropriate, sanctions applied in line with relevant College policies.

5.2 **Copying, Plagiarism and Collusion**

Copying what someone else has written or taking someone's idea, including material downloaded from the Internet, and trying to pass it off as your own idea (plagiarism) is unacceptable and will result in the piece of work being rejected for assessment and subject to procedures outlined in the Student Conduct and Performance Policies.

Higher Education students should also refer to the University of Portsmouth's Examination and Assessment Regulations for University Centre Sparsholt which further defines assessment offences.

5.3 **Assessment and Exam Regulations**

Whilst your teachers will help prepare you for all assessment activities, it is your responsibility to know and follow the regulations of the Awarding Bodies and to make yourself aware of the times and location of any examinations. It is important to behave correctly in exam rooms. If rules are broken, the College will report such incidents and, in extreme cases, disqualification may be the result.

Higher Education students should also refer to the University of Portsmouth's Examination and Assessment Regulations for University Centre Sparsholt which further defines assessment offences.

5.4 Travel to/from College

We welcome responsible and safe drivers. All drivers must follow the same rules as would be the case in any public highway:

- Cars must restrict their speed limit to 10mph on the college campus.
- Parking is only permitted in the designated Student Car Parks and not areas identified for staff.
- Vehicles must be taxed, insured and hold a current MOT.
- You must register your car or motorcycle and College parking permits must be displayed at all times.
- Speeding and dangerous driving will result in a serious conduct review and may result in a ban from bringing a vehicle on site.

If you use College transport to get to campus, it is expected that you will show respect to your fellow passengers and the relevant staff members at all times. If there is sufficient evidence that your behaviour is antisocial or disrespectful, your travel permit will be withdrawn and you will not be allowed to travel on the campus bus.

5.5 Smoking/E-Cigarettes (Vaping)

Students are permitted to smoke only in the designated smoking areas. This includes when waiting for buses. Please fully extinguish and dispose of your cigarette in the bins provided to avoid the risk of accidental fire.

E-cigarettes are classified as a smoking material under the 'smoke free' legislation and can only be used in the areas designated for this purpose. Under no circumstances can they be used inside any buildings.

5.6 Alcohol

If you are under 18 years of age, you must not be in possession of or under the influence of alcohol at any time on College property or whilst engaged in College related activities – on or off site.

If you are over 18, you cannot bring alcohol onto College property unless you are a residential Student and you are taking it back to your Hall of Residence. In the residential handbook it clearly states where alcohol is prohibited and anyone with alcohol in prohibited areas will be dealt with under the College conduct and performance procedure. We expect you to use alcohol responsibly at all times.

5.7 Illegal Drugs

The College has a zero-tolerance policy on the use of illegal drugs. The use, possession, exchange, supply, selling or being under the influence of illegal drugs, solvent abuse or misuse of prescription drugs is not permitted on College property and will be dealt with using the College's Managing Learner/Student Conduct Policy and, if appropriate, with the police. Drug paraphernalia is also not permitted to be brought on to College property.

5.8 **Criminal Convictions**

Any student arrested or convicted of a 'relevant' criminal offence during their course of study is required to declare it immediately to the Wellbeing Coordinator to enable a full risk assessment to be completed. A "relevant" offence is defined as 'crimes involving drugs and crimes against the person'.

It is advisable that any student interviewed under caution for a relevant offence notifies the College to enable us to fulfil our Safeguarding obligations. For clarity the College will not assume any level of guilt.

5.9 **Sexual Misconduct**

The College takes seriously any incident involving sexual misconduct. All allegations will be investigated thoroughly and dealt with in accordance with the relevant Policy. It is important that students treat one another with respect at all times and understand, through the College's tutorial policy, what behaviour is unacceptable.

Any student who has concerns regarding about their peers is strongly encouraged to raise these with either their progress coach or the Wellbeing Team. When anonymity is requested, this will be respected and maintained whenever possible.