

Student Information on our - Student Code of Conduct and Student Disciplinary Procedure

INTRODUCTION

City of Glasgow College's commitment is to Let Learning Flourish through the inspiration, excellence and innovation of our learning and teaching methods.

As a College we value –

- The individual
- Equality, Diversity and Inclusiveness
- Integrity, Honesty and Transparency
- Excellence and Achievement
- Partnership
- Innovation and Enterprise

Our aim is to provide a safe and secure community and campus, and therefore if you behave in a way that adversely affects the comfort and safety of others, we will take action to protect the College community.

The College has a set of expectations of you when you study with us, which are set out below in our Student Code of Conduct. The Code of Conduct identifies the behaviours that are acceptable whilst studying with us.

STUDENT CODE OF CONDUCT

The following are examples of what the College considers to be acceptable behaviours. These are only examples and this is not intended to be an exhaustive list.

As a student of City of Glasgow College you must follow this Code of Conduct.

In general terms, any failure to comply with the Students' Code of Conduct is unacceptable and may result in disciplinary action.

You should -

- Behave in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities (but also including work placements or experience or during external visits).
- Maintain a standard of attendance and punctuality at timetabled classes which allows you to participate in learning and teaching

activities and work associated with your course of study.

- Follow systems of safe work and Health and Safety regulations with due regard to your safety and that of others.
- Support staff and other students in the maintenance of a clean and tidy environment.
- Follow the reasonable instructions of any member of College Staff.
- Respect our neighbours who live near our College buildings and members of the public who access our campuses.
- Not Smoke or vape in any College buildings or grounds.
- Comply fully with the Malpractice Procedure by acting with honesty and integrity in the submission of all assignments, assessments and examinations. You should be aware of the College's guidance on Malpractice and Maladministration in Internal Assessment on MyCity. The College uses the software Turnitin to allow us to identify any instances of plagiarism.
- Not engage in bullying, harassment, intimidation, verbal abuse or violence, towards any student or staff member.
- Not cause damage (deliberately or by carelessness) to any College buildings, equipment, books or furnishings or any property of others.
- Not use illegal software on any of the College's computing systems. All users of College computing facilities, including Internet access, must adhere to the Acceptable Use Policy.
- Not engage in criminal behaviour whilst on a course of study (but also including work placements or experience or during external visits).
- Not engage in drunkenness while on College premises or whilst on a course of study (but also including work placements or experience or during external visits).

- Not use, possess, supply, or act with intent to supply, any controlled substance whilst at College (but also including work placements or experience or during external visits).
- Not engage in any unwanted conduct (including language and behaviour) related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity, or creating a negative environment for that individual. Relevant protected characteristics covered by legislation are: age, disability gender reassignment (including identity), race, religion or belief, sex and sexual orientation. The College will also not tolerate harassment related to pregnancy & maternity and marriage & civil partnership.
- Not carry weapons which could be classified as offensive weapons.
- Not use mobile devices to record images, videos or the voice of anyone without their knowledge and clear permission.
- Participate in any actions which could reasonably be subject to provisions of counter terrorism legislation.
- Not interfere with fire equipment, fire doors or fire alarms.

STUDENT CODE OF CONDUCT

The College has a 2 stage Disciplinary procedure.

At Disciplinary stage 1 this, generally, deals with minor single incidents which do not have a serious detrimental impact on the College or other persons affected by the incident. At stage 1 the incident will be investigated and all individuals involved will have their opportunity to provide an account. Once all evidence is gathered a decision is then made as to whether action is taken, a warning is appropriate or the allegation is serious enough to refer to a stage 2 disciplinary meeting.

In each of the stages of the Disciplinary procedure there is the right of appeal against any decision made. An appeal may be made where there is new evidence that was not previously available or where the College's own procedures for conducting a disciplinary were not followed.

In some exceptional circumstances you may be suspended and asked not to attend College. In this instance the investigation should be concluded as soon as possible.

At all disciplinary meetings you have the right to present relevant evidence and you may be accompanied by a representative, Student Advisor, friend or relative. This person is permitted to participate in proceedings.