

## STUDENT CODE OF CONDUCT

### Introduction

This Code of Conduct is designed to protect the rights of all members of the diverse community within SFS, whether staff, students or visitors, to participate freely in the purposes of the institution, both formally and informally.

SFS expects all staff and students to show respect for one another in all aspects of their contact, to conduct themselves with due regard for their own legal responsibilities and in a way that preserves and enhances SFS's good name and reputation.

This Code of Conduct applies to all students and to students' visitors. Any breach thereof will be taken seriously and, where deemed necessary, dealt with through the Student Disciplinary Procedure. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

Enrolling at SFS confirms that students are willing to comply with this Code and the Institute's rules, regulations and procedures. Students are expected to keep themselves familiar with general SFS policies and regulations, those relating to their course of study, and with this Code.

### The major principles that form the basis of acceptable student conduct are:

- Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend SFS or engage in any SFS activity.
- Students are expected to respect and observe the rules and regulations of SFS.
- Students should respect the rights and privacy of other members of SFS at all times.

The general definition of 'misconduct' under this Code is improper interference, in the broadest sense, with the proper functioning or activities of SFS, or those who work or study at SFS, or action which otherwise damages SFS.

### Allegations of Sexual Misconduct

Where the allegations against a student are of sexual misconduct, those allegations will be considered in accordance with the Institute's Sexual Misconduct Policy & Procedure.

### A student will have breached the Code of Conduct if they have:

1. Engaged in any conduct which prevents, obstructs or disrupts:
  - a) Teaching, learning or research carried out within SFS or as part of the Institute's approved programme of teaching, learning (including work based learning) or research on field-work and industry placements.



- b) The administration, proper functioning or activities of SFS.
  - c) The discharge of the duties of any member of SFS staff.
  - d) The holding, or the orderly conduct, of any lawful meeting or group within SFS.
2. Obstructed or attempted to obstruct access of staff, students or visitors (entering with the permission of SFS authorities) to any SFS premises.
  3. Assaulted or harassed (as defined in the Bullying & Harassment Policy) any fellow student, member of staff or visitor, or engaged in violent, indecent, disorderly, threatening or offensive behaviour or language, or engaged in any other form of harassment or discrimination relating to a person's race, colour, ethnic or national origin, gender, sexual orientation, age, religious or political beliefs, disability or marital status or any other individual or group characteristics. This includes physical or verbal abuse and abuse committed by electronic means.
  4. Deliberately misused or damaged any learning materials, equipment, furniture, fittings or property belonging to or under the control of SFS or the property of any student or member of staff (including damage resulting from negligence).
  5. Taken action likely to cause injury or impair safety either on premises or on any other sites associated with SFS through its courses or other activities.
  6. Possessed, consumed or being under the influence of alcohol or illegal drugs at any SFS premises or external venue used by the Institute for taught lessons.
  7. Engaged in fraud, deception or dishonesty in relation to SFS or its staff or in connection with holding any office therein or in relation to being a student thereof.
  8. Invaded, abused or attempted to abuse the security, integrity or privacy of any files or confidential material.
  9. Been found guilty, while a student of SFS, of any criminal offence that could damage the good name of the Institute, or behaved in such a way as would be deemed to amount to a criminal offence, or otherwise conducted themselves in a manner calculated or likely to bring the Institute into disrepute.
  10. Provided misleading, fraudulent or untrue information in order to gain admission to SFS or with regard to the determination of Fee Status or of financial support administered by SFS, or failing to disclose or deliberately withhold information regarding previous criminal convictions or ongoing investigations that could risk further incrimination.
  11. Portrayed themselves or provided inaccurate and/or misleading information about themselves or SFS through any medium, including social networking sites, which is deemed to undermine the operation of the Institute or brings into question their suitability for continued registration on their course of study.
  12. Engaged in other such conduct as might be deemed unacceptable by the College Principal.

**Any breach of this Code of Conduct will be treated as a serious matter and dealt with under the Student Disciplinary Procedure.**