



Student Code of Conduct

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Linked policies:	Safeguarding Policy Disability Policy Bullying & Harassment Policy & Procedure Non-Academic Misconduct Policy & Procedure Academic Misconduct Policy & Procedure Terms and Conditions Student Handbook Tenancy Agreement Health & Safety policy
External reference :	OIA
Audience:	Students, Staff and the General Public

1. Introduction

All College students, staff and other stakeholders are valued equally. Therefore, all stakeholders are expected to treat each other with respect and courtesy at all times and to show consideration for the needs and feelings of others. Equally, all members of the College are expected to show respect and consideration for the College environment. Please read the following important information on the College's Code of Conduct, which highlights how you are expected you to behave whilst you are a student at the College.

2. Student Code of Conduct

The College has an expectation that all students will engage with the Code of Conduct. This policy sets out what is considered to be good conduct and what is considered to be bad conduct. The list is intended as a guide but is not exhaustive. There will be examples of other types of behaviour that are also deemed unacceptable.

2.1. General Good Conduct

The following is a list, though not exhaustive, of what is meant by good conduct in general:

- Being honest
- Acting responsibly
- Abiding by the law
- Being considerate, respectful and courteous towards others
- Realising that you are a member of the Oxford Business College (OBC) community and behaving accordingly. This applies anywhere and at any-time but is particularly important in the local community around OBC, whilst on fieldwork, whilst on other study away from OBC and whilst engaged in any other Oxford Business College-related activity. It also includes engaging as an OBC student with others online.
- Recognising the diversity of the Oxford Business College community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.
- Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied

2.2. Conduct expected by students when attending classes in person or online:

- Following the rules laid down by the College for academic activity
- Being punctual for classes and other appointments
- Informing the relevant person if you are going to be absent or delayed for an activity where you are expected to attend
- Being aware of the advice and assistance available on academic and other matters from sources such as Senior Managers, Support Start, Programme Leaders, Coordinators and Tutors
- Seeking help for yourself independently when you need it.
- To refrain from disruptive behaviour when attending classes

2.3. Conduct expected of students when at their campus

- Playing a part in maintaining security by producing an ID if requested by any staff member and by taking full responsibility for any personal belongings brought into the College premises
- Respecting buildings, spaces and facilities
- Recycling and disposing of litter responsibly
- Being aware of the college's advice for saving energy
- Showing consideration for others regarding noise (e.g., switching mobile phones off in classes)
- Ensuring that any activity you engage in using the internet, including virtual learning environments, social networking sites (e.g., Facebook, Twitter, Instagram) does not cause offence and could not be regarded as bullying or harassment
- Respecting the right of freedom of speech provided it is within the law

2.4. Unacceptable Conduct

Behaviour that makes others feel uncomfortable, embarrassed or afraid is not acceptable at the College. This would include (though not exclusively):

- Causing disruption to the learning of others
- Leaving litter including cigarette butts anywhere in or around the College campus, including the car park (students are expected to use the bins provided for their rubbish)
- Failure to follow Health and Safety regulations
- Smoking in front of the entrance to College campuses
- Wearing clothing with offensive pictures or slogans
- Taking part in noisy or disruptive behaviour
- Behaving in a way that damages the College reputation
- Bringing visitors into the college without permission
- Eating or drinking in classrooms or other learning areas without permission
- Selling or distributing goods without permission

- Engaging in and academic malpractice such as plagiarism (see the Academic Malpractice Policy)
- Conduct which prevents, obstructs, or disrupts teaching, learning and assessments, or the administration of the business of Oxford Business College
- Failure to follow reasonable instructions of a member of staff

The above applies to all aspects of a student's course including lectures, workshops, work experience, tutorial time and when out on required trips or visits.

3. Gross misconduct

This is extremely serious and could lead to a student being suspended from the College and permanent exclusion is possible. If a Criminal Offence has been committed, the police will be called, and prosecution may follow. Any behaviour that is unlawful is unacceptable within the College or the immediate vicinity of the College including the car park.

3.1. Gross misconduct includes but is not restricted to the following:

- Taking part in any other activities that break the law including theft, fraud, criminal damage, violent or threatening and aggressive behaviour
- Bringing, using or distributing prohibited drugs, alcohol or illegal substances into the College or within the immediate vicinity of the College including the car park.
- Carrying, threatening to use or using an offensive weapon or bringing a potential or imitation weapon into the college or within the immediate vicinity of the College
- Causing damage to College property by graffiti or vandalism to buildings, equipment, books or furnishings
- Gambling on the college premises
- Smoking in any of the College buildings
- Smoking in a non-smoking area within the vicinity of the College including the car park
- Spitting on the premises
- Interfering with health and safety fire equipment or notices
- Carrying out any actions which affect College security or endanger others
- Allowing anyone else to use your ID (College identity card)
- Bullying or harassment, including sexual harassment
- Racial, sexual, disability or special needs discrimination
- Making malicious or false complaints about the College and its staff or students which lead to external action by the authorities
- Behaving in a way that is racially or sexually offensive.
- Swearing or using abusive or insulting language.
- Interference with software belonging to or used by the college or misuse of computer facilities
- Posting damaging or offensive messages, attacking staff or other students, on web-based networking sites
- Any deliberate damage to IT systems, accessing internet pornography, hacking, downloading software without permission or deliberately introducing viruses.
- Distributing or publishing a poster, notice, sign, electronic or internet posting or any other publication either on College premises or computer networks, or relating to College affairs but displayed on premises or networks elsewhere, which is offensive, intimidating, threatening, indecent or illegal, or is likely to make others fearful, anxious or apprehensive or which could reasonably be expected to significantly and unfairly harm the standing or reputation or welfare of any student, member of staff or associate of the College

- Misuse or unauthorised use of College premises or items of property, including computer misuse
- Obstructing or being unreasonably unhelpful to College officers investigating a breach of College procedures.
- Failure, without reasonable excuse, to attend a disciplinary hearing as witness or defendant when requested to do so or interfering with or intimidating witnesses.

4. Consequences of not following the Code of Conduct

If a student does not follow the Code of Conduct, they can expect to be challenged and they can expect disciplinary action to be taken. This might result in:

- A disciplinary record being kept on the student.
- Being barred from using certain College facilities.
- Being given a Formal Warning.
- Temporary suspension from the College which may lead to permanent exclusion particularly in cases of Gross misconduct.

It is the responsibility of every student to read, understand and follow the Student Code of Conduct and all other College regulations that apply to students.

If a student has any questions in relation to this Code of Conduct or are involved in disciplinary procedures as a result of this Code of Conduct, they can seek advice from any staff member they wish but could, in particular, consult one of the following:

Personal Tutor
Programme Coordinator
Student Welfare Officer