

Student Code of Conduct Policy



1. Your Learning

You have agreed to:

- Keep to the terms of the Learning Agreement signed at enrolment;
- Follow examination regulations and keep to related deadlines, for example, exam entry and re-enrolment deadlines;
- Submit only your own work for assessments. Copying or cheating will be treated as a disciplinary matter and could result in your being disqualified from external examinations and being asked to leave college;
- Inform Student Services of any change in your circumstances that might affect your studies;
- Ask for help if it is needed or if you are dissatisfied with any teaching or other services provided by the College.
- Return all college property when leaving the course or finishing the year.

2. Your role as a member of the college community

You have agreed to:

- Behave in a respectful and considerate manner when in College, or when taking part in College activities or when in the College neighbourhood;
- Be aware of and respect the needs of other people and treat everyone as an individual regardless of age, ethnic origin, gender, disability, learning difficulties, class, religion or sexual orientation in accordance with the 2010 Equality Act;
- Follow the College policy on smoking
- Take care of your own and other people's property. The College is not responsible for personal belongings lost at College;
- Eat and drink only in the designated areas;
- Respect and take care of the College's facilities and environment;
- Please note that you cannot invite friends who are not College members on to the College site.

You have agreed not to:

- Behave in an aggressive or intimidating manner or with intent to cause harassment to another person;
- Behave in a way that is unacceptable, for example using offensive and inappropriate language, dropping litter, spitting or gambling;
- Be in possession of or be under the influence of alcohol or drugs whilst around the College or whilst involved in any College activity;

NB: Violent behaviour on site will result in permanent exclusion from College as will any other criminal activities committed on site, which will also be referred to the police.

3. Keeping TRC a safe college

You must:

- Follow Health and Safety rules in accordance with the College's Health and Safety Policy;
- Drive with care and attention if bringing a car to College and, if given a parking permit, park only in designated areas;
- Follow safe working procedures in laboratories and sports areas, working only in rooms supervised by members of staff or with specific permission to be there;
- Tell a member of staff of any dangers and make sure that any accident witnessed, where a member of staff is not present, is reported to the College authorities.

You must not:

- Bring any hazardous, harmful substances or implements on to College premises;
- Misuse, damage or interfere with any items of equipment, especially those provided for safety purposes (e.g. fire extinguisher).