

Higher Education Student Code of Conduct

Ready, Respectful, Safe

At Wiltshire College and University Centre, we are committed to creating a safe, inclusive and supporting environment where every student can thrive. Our Code of Conduct is built on the principals of mutual response, responsibility and fundamental British Values. By following this Code, we can all contribute to a positive, respectful and professional learning community.

Respectful – We respect others’ right to learn and ensure all students have an equal opportunity to be educated. We show respect for people, the learning environment, property and the College’s reputation. We embrace inclusion and celebrate diversity.

Collaborative – We work positively with others, support our peers, and engage constructively with staff to achieve shared goals.

Curious – We approach learning with an open mind, seek different perspectives, and show a willingness to question, reflect and grow.

As an enrolled higher education student at college, you must read and abide by this Code of Conduct.

	You will:	✓	We will:	✓
1	Attend all timetabled sessions, including programme lectures, assessment preparation, tutorials and group workshops. Arrive on time, prepared to learn.		Attend all timetabled sessions and arrive on good time, ready to start educating.	
2	Arrive to all sessions prepared to learn including all the necessary equipment such as PPE or stationery.		Have all the necessary resources to deliver your sessions and make sure they are accessible.	
3	Always wear your Student Lanyard, so it is visible. This is for your safety and security.		Always wear our Staff Lanyard, so we are easily identifiable.	
4	Report your absence if you are unable to attend college.		Contact you promptly if you are absent, to help you stay on track with your learning.	
5	Use college systems, devices and platforms responsibly, respecting others’ privacy and maintaining appropriate boundaries in digital spaces. Refrain from sharing or posting offensive or inappropriate content via social media or any online platform, especially when connected the College.		Provide safe and secure digital platforms and support your digital safety through clear guidance. Provide appropriate safeguards including effective filtering and monitoring systems.	
6	Complete your work, submit it on time (any format) using Microsoft Teams , no matter whether formative (draft) or summative.		Provide feedback on your work, return it within the agreed timescale and set you achievable targets.	
7	Make the full use of your learning support, if it has been recommended, to help you achieve your goals		Review goals with you to support you to achieve them.	
8	Use the support services that the college provide such as Learning Resource Centre, Digital Advisors, Wellbeing and Counselling, Student		Provide student support services when you need help.	

	Assistance Programme, seeking help when you need it.			
9	Not use your mobile phone during lessons, unless instructed to do so as part of the session.		Not use our mobile phone during lessons.	
10	Dress in a way that does not cause offence and is in keeping with health and safety and the expected dress code in professional working environments.		Dress appropriately and in accordance with the Staff Code of Conduct.	
11	Be respectful to other students, staff and visitors to the College including their property and College property.		Be respectful to students, other staff and visitors to the College including their property and College property.	
12	Follow all campus guidelines and rules to ensure that you have a safe College environment. Rules may change during the year, so it is important that you follow the guidance that is always on display as directed by College staff.		Follow all campus guidelines and rules to ensure that you have a safe College environment. Rules may change during the year, so it is important that you follow the guidance that is always on display as directed by other staff.	
13	Follow College health & safety procedures and report any accidents or dangerous situations immediately		Follow College health & safety procedures and report any accidents or dangerous situations immediately	
14	Smoke only in the designated outside areas. This includes e-cigarettes and vaping. Use of substances such as drugs and alcohol are strictly prohibited in all areas of the College.		Smoke only in the designated outside areas. This includes e-cigarettes and vaping.	
15	Keep to the speed limit when driving on the College sites and park in designated spaces accordingly. Not to ride on e-scooters on college Premises.		Keep to the speed limit when driving on the College sites and park in designated spaces only.	
16	Act appropriately and professionally both on campus or when on a college related activity for example a trip or work placement.		Maintain a supportive environment by recognising positive behaviours and offering appropriate support and guidance to all students.	
17	Treat everyone with fairness and dignity regardless of their circumstances. Discriminatory behaviour, bullying or harassment will not be tolerated.		Uphold a zero tolerance approach to bullying, harassment or discrimination and provide training and support to foster an inclusive culture.	
18	Make sure all work is appropriately referenced and meets all academic conduct guidance. Students are responsible for making sure the work they submit is their own and meets the submission requirements		Provide clear reference to academic submission guidelines and conduct in Programme Handbooks and on Microsoft Teams programme areas. We will provide further guidance throughout the year in individual and group feedback, directing to online and Learning Resource Centre support.	

General Information

Bursary Enquiries bursaries@wiltshire.ac.uk	Bursaries Wiltshire College & University Centre
Travel Enquiries via reception (by appointment only)	Travelling to College Wiltshire College & University Centre

Canteen facilities	Food and Drink (sharepoint.com)
Location of toilets	Floor Plans (sharepoint.com)
Wi-Fi Access	Connecting to Wiltshire College Wi-Fi (sharepoint.com)
Careers support/advice	Careers - Home (sharepoint.com)