

A18 Student Code of Conduct

Table of Contents

1 Introduction	1
1.1 Purpose	1
1.2 Related Policies and Documents	1
2 Scope	2
3 Policy	2
3.1 Respect for Law and Governance	2
3.2 Professional Conduct	2
3.3 Respect for Individuals	3
3.4 Reporting Corrupt Conduct	3
3.5 Duty of Care and Safety	3
3.6 Discrimination and Harassment	4
3.7 Computer Usage	4
3.8 Property	5
3.9 Attendance	5
3.10 Alcohol and Prohibited Drugs	5
3.11 Smoke-Free Workplace	5
4 Breaches	6
5 Policy History	6

1 Introduction

1.1 Purpose

This Code of Conduct sets out the responsibilities and standards of conduct expected of students. Students at SAE Institute are expected to meet and adhere to the Code of Conduct set out in this policy.

1.2 Related Policies and Documents

This Code should be read in conjunction with the full range of approved policies and rules of SAE Institute, and with the relevant local, national, or applicable regional legislation, as appropriate and amended from time to time, including but not limited to legislation relating to:

- anti-discrimination
- child protection
- copyright
- disability discrimination
- equal opportunity for women in the workplace
- human rights and equal opportunities
- occupational health and safety regulations
- privacy and personal information protection act
- racial discrimination
- sex discrimination.

2 Scope

This policy applies to all students of SAE campuses involve in the delivery of UK-validated programmes. It is applicable to all enrolled and prospective students, irrespective of their place of residence, campus, or mode of study.

This Code should be read in conjunction with the approved policies of SAE Institute. Failure to abide by the provisions of this code or approved policies of the Institute may lead to disciplinary proceedings, and in severe cases, the termination of enrolment.

3 Policy

3.1 Respect for Law and Governance

SAE students are required to observe and comply with all relevant laws, statutes, approved policies, procedures, prescribed requirements and published rules of SAE Institute.

3.2 Professional Conduct

For students, the professional conduct required by the Institute includes, but is not limited to:

- A commitment to learning, appropriate methods of research, and appropriate behaviour at all times while on SAE Institute premises or elsewhere as a student.
- Recognition and observance of the rights of fellow students and staff.
- Conduct which is fair and has regard to SAE Institute's interests.
- Awareness of relevant legislation and adherence to policies and procedures developed by SAE Institute.

In conjunction with this code, students should also read, familiarise themselves with, and abide by the provisions of the SAE Quality Manual.

3.3 Respect for Individuals

Students of SAE Institute shall treat other members of staff and students as well as visitors and members of the community with respect, courtesy, fairness and equity. This involves, but is not limited to:

- Fairness in supervising and dealing with students and staff.
- Carrying out work with integrity and objectivity.
- Avoiding unlawful discrimination, for example on grounds such as: gender, sexual orientation, race, cultural background, religion, or political conviction.
- Avoiding behaviour which might reasonably be perceived as corruption, harassment, bullying or intimidation, or vexatious or malicious attribution, rumour, or gossip.
- Carrying out work in a safe manner and taking precautions to protect the health, safety and welfare of oneself and others.
- Complying with any legislative, industrial, or administrative requirements.
- Avoiding behaviour which might reasonably be perceived as creating an unsafe or unhealthy environment, or constraining the legitimate rights of others.
- Respecting an individual's right to privacy and undertaking to keep personal information in confidence.
- Respecting privacy laws and confidential information given to them in the course of their enrolment.

3.4 Reporting Corrupt Conduct

Where reasonable evidence exists, students are encouraged to report suspected corrupt conduct, as well as maladministration and serious or substantial waste of resources, to the Campus Manager or Academic Coordinator of their campus, as appropriate. Privacy and confidentiality should be strictly observed in all such cases, and particular care must be taken to avoid vexatious or malicious allegations.

3.5 Duty of Care and Safety

SAE students must take every precaution reasonable in the circumstances to protect the health, safety and welfare of all those in the workplace. In particular, they must comply with the relevant legislation and relevant Codes of Practice as well as specific SAE Institute Workplace Health and Safety policies and procedures. Staff and students should also

actively promote safe working practices and environments for everyone using the Institute's facilities.

3.6 Discrimination and Harassment

SAE students must not harass or discriminate against their colleagues, students, members of the public or other persons with whom they may interact on the grounds of (including but not limited to) sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference. Such behaviour may constitute an offence under legislation and will be considered a serious breach of policy. In addition, students must not harass or discriminate on the grounds of political or religious convictions.

3.7 Computer Usage

The Institute provides computing, internet and email facilities for work and study purposes, which should at all times be used in a responsible manner, and in compliance with the relevant Institute policies as well as relevant applicable legislation.

SAE Institute will not allow excessive or unreasonable personal use of Institute computers and computing systems.

3.7.1 Viruses

Any student that receives any email or files from someone they do not know, or any email or files which may give rise to concern, should not open them on any computer owned by SAE, but should contact their supervisor or lecturer or the System Administrator (or the Campus Manager) immediately.

3.7.2 Unacceptable Use of Internet/Email/Computers

The use of SAE Institute's computers, internet and email facilities for the following purposes is expressly prohibited:

- Distribution or saving of material that is illegal in the country of transmission or destination.
- Distribution or saving of material that negatively reflects upon a particular race, gender, religious belief, nationality, marital status or sexual orientation, or is likely to cause offence.
- Distribution of copyright material without permission of the author(s).

- Distribution of material that may negatively reflect on the Institute's reputation, or the issuing of any unauthorised statement as being attributed to the Institute.
- Carrying out or attempting to carry out impersonation, misrepresentation of identity, forgery, substitution of mail, headers or any other identification marks.
- Using the Institute's computer systems for gambling or soliciting for personal gain or profit.

3.8 Property

Unauthorised possession, unauthorised usage or unauthorised removal or relocation of Institute property or the property of other persons without authorisation or permission is strictly prohibited.

Students must not steal, misuse, destroy or deface SAE institute's property.

All serious cases, particularly those related to unauthorised possession of property, will be referred to the police. Any disciplinary action SAE Institute may take is quite separate from, and additional to, any action the police may choose to take.

3.9 Attendance

Students who are not able to attend or engage in learning activities for any reason must make all reasonable effort to advise their Lecturer or Programme Coordinator before their starting time on any day of absence. The Lecturer or Programme Coordinator must be advised of the reason for the type of absence and the expected date of return to studying.

Absences due to sickness longer than three days should normally be justified with presentation of a medical certificate.

3.10 Alcohol and Prohibited Drugs

No alcohol is to be possessed, consumed, or distributed on SAE premises. No prohibited drugs are to be brought onto SAE premises, and any student so involved can be immediately dismissed from SAE Institute.

3.11 Smoke-Free Workplace

SAE operates by the policy that all workplaces must be smoke-free. All students must observe this requirement. Any rules relating to outdoor smoking areas, or areas near entrances or exits must be adhered to.

4 Breaches

Students who do not meet the expected Code of Conduct or violate the Code of Conduct can be subject to a disciplinary procedure. Repeated instances of misconduct will be considered as serious misconduct and are grounds for dismissal.

5 Policy History

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