

Higher Education Student Code of Conduct

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

Alternative Format

This policy is available in alternative formats, to request this, please email marketingcampaigns@mkcollege.ac.uk

Version Control

Version Number	Author	Approver	Date approved	Next review date
1	Group Director Inclusion	Group Leadership Team	3/12/25	Nov 26

Change log

Version Number	Summary of changes
1	New policy

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1. Introduction

- 1.1 Milton Keynes College is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to live, study, work and relax in an environment where they feel safe.
- 1.2 As members of the Milton Keynes College community, we expect the highest standards of behaviour from our students, whether on College premises, its online platforms or elsewhere. All members of the College should be aware of their own behaviour and how it impacts others. This Code sets out the standards of behaviour expected from students and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.
- 1.3 Where students fail to abide by the required standards of behaviour, action will be taken under the College's Behaviour and Disciplinary Policy
- 1.4 Any complaints of unacceptable behaviour made by students will be taken seriously and, if substantiated, may provide grounds for action under the College's Behaviour and Disciplinary Policy. Equally, the College will take appropriate action for any vexatious or malicious allegations.

2. Policy statement on violence, abuse and harassment

- 2.1 All students and staff have the right to live, study, work and relax in an environment where they are free from any form of violence, abuse or harassment and where their body, gender identity, ethnicity, religion, sexuality and personal boundaries are respected.
- 2.2 No student or staff member should be forced to just 'put up' with violent or abusive behaviour from others, threats of such behaviour or any forms of abuse or harassment. This includes sexual violence, abuse and harassment, and any violence, abuse or harassment as a

result of racial or religious hatred or prejudice relating to sexuality or gender. Action must be taken where necessary to ensure all students and staff are able to enjoy College life without experiencing these.

- 2.3 Any harassment will not be tolerated by the College or the Students' Union, and those who commit or threaten acts of harassment should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.
- 2.4 Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment based on race, religion or other protected characteristics such as gender identity or sexuality, can seek the help of the Safeguarding team either in person in the Safeguarding Officer or via the safeguarding. The Safeguarding team will offer appropriate support and also help report any issues to external agencies as appropriate. Students should also make a complaint if appropriate and guidance on how to deal with these issues is set out in the Complaints policy.
- 2.5 The College is aware that sexual violence and sexual harassment are predominantly aimed at women. However, the College recognises that all students may be the target of such behaviour and will support all students regardless of gender or sexuality. All students who are the target of racial abuse and harassment will also be supported equally.

3. Behaviour towards others

- 3.1 All College staff, students and visitors should be treated with courtesy and respect.
- 3.2 You should respect other members' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
- 3.3 You should ensure that you behave in a manner compatible with the College's Equality and Diversity statement and not discriminate or harass anyone on the basis of their age, disability, gender re-

assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.

- 3.4 On no occasion should you use personally abusive, threatening or violent behaviour either in person, through the College's online platforms, or through the use of email, texts or social media.

4. Safety and Security

- 4.1 Milton Keynes College owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the College is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of the College.
- 4.2 You should ensure that you do not take any action that endangers yourself or others.
- 4.3 You must comply promptly with any requests in the event of an emergency.

5. Care of property

- 5.1 You should treat College property, equipment and other materials and the property of others with care and respect.
- 5.2 You must abide by the College policies regarding food and drink where this is signposted as this can damage equipment.
- 5.3 You should take care of your own property and not leave valuables unattended.

6. Smoking

- 6.1 Smoking or vaping is prohibited inside any building operated by the College (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke or vape near doors and outside areas where it is clearly designated as no smoking.

7. Drugs and alcohol

- 7.1 You must not take or supply illegal drugs on campus or the peripheral area (including in the Students' Union). Drugs found in students' possession will be confiscated and students will be disciplined.
- 7.2 Students may only drink alcohol on campus at organised functions or in the Brasserie.
- 7.3 Any student engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

8. Compliance with policies and regulations

- 8.1 You should comply with any other published College policies, codes or procedures which are designed to ensure the effective operation of the College. You should make yourself familiar with and abide by the College's policies and regulations in particular:
- a) Behaviour and Disciplinary Policy
 - b) Social Media Policy
 - c) The Equality, Diversity and Inclusion Policy
 - d) Readiness to Learn Policy
 - d) Health and Safety Policy
 - e) Code of Practice on Freedom of Speech and Expression
 - f) Criminal Risk Assessment Policy

9. Discipline

9.1 Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:

- a) Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others either in person or online;
- b) sexual violence, abuse or harassment;
- c) racial or religious violence, abuse or harassment or other racist activity or behaviour;
- d) violence, abuse or harassment relating to sexual orientation
- e) violence, abuse or harassment relating to a person's gender identify or gender re-assignment;
- f) damage to College property or the property of any student or member of staff;
- g) any action likely to cause injury to any person or impairing the safety of the premises, including fighting on College premises.
- h) conduct that interferes with the academic or administrative activities of the College, such as disruption of teaching, research, examinations, working of staff and other campus services;
- i) falsification or misuse of qualifications including College records, including award certificates
- j) misappropriation or misuse of College funds or assets or those of others;
- k) false pretence or impersonation of others within or without the College, in connection with academic attainments or financial awards
- l) offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others
- m) conduct, either on or off campus, which brings the College into disrepute.

9.2 The above list is not intended to be exhaustive but outlines what the College considers to be unacceptable behaviour.

10. Disciplinary procedures

10.1 The disciplinary procedures will be followed where there is a breach of the Code of Conduct.

11. Managed absence and Suspension from College

11.1 Where students are being investigated under the College's Behaviour and Disciplinary Policy, they may be put on a Managed Absence or a Suspension as a precautionary measure if it is considered that it is necessary to protect them, the integrity of the investigation and or other students from harm. Precautionary action will be reasonable and proportionate and may include:

- Imposing conditions on accused students (for example, requiring an accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move to move site)
- Putting a student on a Managed Absence or Suspending the accused students from their studies.

11.2 These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the College has concluded that the accused student has committed a breach of discipline or a relevant criminal offence. Any precautionary actions taken will be reviewed on a regular basis.

11.3 Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.

11.4 More details on precautionary action, and how to appeal are outlined in the Behaviour and policy.

12. Conviction for a relevant criminal offence

12.1 Students should always declare when they receive a conviction.

Where a student has been convicted of a relevant criminal offence during their studies at the College, consideration will be given as to whether this affects their status as a student at the College. In coming to this decision, the College will consider particularly the nature of the offence and whether other students or staff are at risk. It will also consider whether the actions of the student have brought the institution into disrepute. This will apply to convictions for offences on campus but also those committed off campus or online. Any such declarations will be subject to a Criminal Risk Assessment.