

Student Code of Conduct

At Dudley College of Technology, we are committed to creating a safe, respectful and professional environment where all students can succeed. Our student Code of Conduct sets out the standards and behaviours we expect from everyone to help you make the most of your learning experience and prepare you for the world of work. By following the expectations outlined below, you play an important part in maintaining a positive and supportive college community. In cases of illegal activity, we are obliged to report this to the Police. If you are under 18, where the code of conduct has been broken, this will be reported to parents/guardians.

By loading up the student code of conduct and ticking I agree on ProPortal, you confirm that you have read and understood this Code of Conduct and agree to comply with its terms.

Now you have enrolled onto a course at Dudley College you are committing yourself to:

Respect & Behaviour

- **Respect everyone** — Be polite and considerate to students, staff, visitors, buildings, and equipment. Classrooms and workshops should be left clean and tidy at the end of the day.
- **Be part of the community** — Get involved and make a positive impact.
- **Speak up about concerns** — Report unsafe, discriminatory, or bullying behaviour.
- **Respect visitor rules** — Do not bring non-students onto campus.

Attendance & Punctuality

- **Attend all sessions** — Be on time for your class, tutorial, exam, online session, and or placement.
- **Report absences** — Contact your tutor before 8:30am if you're not attending.

Learning & Effort

- **Work hard** — Aim high with your attitude, attendance, and achievement.
- **Follow safety rules** — All individuals must follow safety rules at all times and be aware of the correct procedures in the event of an emergency.
- **Do your own work** — No cheating, plagiarism, or copying.
- **Meet your conduct targets** — Follow any learning contract or targets if you're placed on conduct monitoring at any stage.

Preparation & Participation

- **Come prepared** — Bring the right equipment and materials. This includes all PPE needed depending on your chosen course.
- **Take part in work experience** — Engage fully with any placement opportunities.

Dress & Identification

- **Dress appropriately** — Follow your course dress code and wear PPE when required.
- **Wear your ID badge** — Keep it visible at all times.

Safety & Responsibility

- **Follow staff instructions** — Staff are here to help you succeed.
- **Use IT safely** — No hacking, misuse, or unsafe online behaviour.
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This is what you should NOT do:

- **Take food or drink in lessons** (except water), **use phone or headphones in lesson, undertake misuse of cameras** - never film or photograph people without consent, and never in private areas like toilets or changing rooms.
- **Use abusive language** or aggressive/disruptive behaviour, verbal or physical, **take part in bullying** — including online.
- **Spit** anywhere on campus, **take part in** unsafe behaviour — this is anywhere on campus including car parks
- **Smoke or vape, take drugs, alcohol or illegal substances** - and do not attend college under the influence.
- **Bring weapons or illegal substances** of any kind on college campuses.

Please note, this list is not exhaustive, and other behaviours may still be considered breach of the student code of conduct.

If you break this code of conduct the college may take action, which can include; Stage 1,2 or 3 of the Conduct process, A Learning Contract/Support Plan, Suspension, Exclusion. Individual curriculum areas reserve the right to restrict certain activities for students who do not meet the expected standard of conduct, for example end of year trips and visits.