



## **Student Code of Conduct**

### **Purpose and scope**

Kaplan is committed to creating a study environment for its customers and staff that is safe and where everyone is treated with dignity and respect. All students should work hard to achieve their study goals and take responsibility for their learning. Kaplan aims for all students to have an enjoyable and successful time with us.

The Code of Conduct explains how we expect students to behave whilst on Kaplan premises in relation to Kaplan staff, students, agents or otherwise.

### **Expectations**

Whilst it is not possible to lay down an exhaustive set of standards, detailed below are general examples which demonstrate the level of conduct Kaplan expect from students:

- Treat all Kaplan staff and fellow students, agents or others with respect.
- Practise and promote equality.
- Behave responsibly and safely at all times both on Kaplan premises and in the local area.
- Switch off mobile phones and any other communicating devices when you are in a class.
- Take care of Kaplan equipment, resources, facilities and buildings.
- Follow the Kaplan Wi-Fi Policy.
- Attend all classes on time.
- Keep your tutors informed of any difficulties you may have which affect your course, so that we can support you.
- Ensure that all work is your own.
- Dress in a way that does not offend others. Hooded tops with the hood up and any form of headgear must not be worn in classrooms unless for medical or religious reasons.
- Dispose of litter responsibly by using bins located in every Kaplan classroom.
- Comply with the terms of your student visa, where applicable.
- Do not smoke on or immediately outside Kaplan premises.

### **Breaches of Kaplan's Code of Conduct**

If a student fails to achieve the Kaplan expected standards of conduct, their behavior may be addressed through the Student Disciplinary Procedure.



## **Gross Misconduct**

A serious breach of this code of conduct may constitute gross misconduct and could lead to a disciplinary interview being held and the student's exclusion from study at Kaplan without any written warnings having been issued previously.

Examples of what may be deemed to constitute gross misconduct include, but are not limited to, the following:

- Bullying.
- Harassment.
- Aggressive and threatening offensive behaviour or language.
- Fraud and deceit.
- Cheating and plagiarism.
- Theft.
- Intentional or reckless damage to Kaplan property or student property.
- Serious misuse of Kaplan property or equipment.
- Material incapacity through alcohol or illegal drugs on Kaplan premises.
- A criminal offence.
- Breach of the Kaplan Wi-Fi Policy.
- Failure to meet student visa requirements.
- Smoking on Kaplan premises.