



The Student Contract and College Code of Practice 2011/2012

Welcome to Kingston College of London

The purpose of the Student Contract and College Code of Practice is to set out the policies, procedures and rules that we expect all students to follow in order to ensure that the experience at College is productive and rewarding for everyone. Please read the following Kingston College of London rules and policies carefully before signing the declaration below.

I AGREE TO SUPPORT THE COLLEGE CODE OF PRACTICE BY:

- Displaying my I.D. pass at times and showing it on request by any member of the College staff.
- Dressing in manner appropriate to the needs of the course taking into account the needs for health, safety and security. This includes not wearing hoods and full veils inside the College.
- Attending all classes*, tutorials and other College activities required by my course or notifying my tutor if I am unable to attend through sickness, etc. (your tutor/teacher will inform you of the correct telephone numbers at the beginning of term).
I am aware that if I fail to attend a class for more than three consecutive sessions, on any given module, I will be issued a letter asking me to meet with the College Principal to explain my absence. Failure to do so will result in being withdrawn from the course and if I'm a non-EU national, the Home Office will be immediately informed of my withdrawal. I'm also aware that if my attendance is under 80%, I'm at risk of not being enrolled for examinations.
- Being on time for all timetable classes, tutorials, additional learning support sessions and other directed College activities.
- Completing all class work, course work, work experience and homework to a satisfactory standard or higher by the agreed deadlines and by working towards achieving the required standard or above in assessment, tests and examinations. Ensuring that all work that is prepared is my own or from sources that are acknowledged.
- Complying with all the College policies, including those on tutorials, health & safety, equal opportunities disability, plagiarism (copy work), I.T., parking and the environment.
- Behaving responsibly and safely in and around the College: respecting other people, their property and the College environment and premises.
- Keeping mobile phones and music/movie players switched off in classes and only using them in designated College areas.
- Not smoking anywhere in College buildings or other designated 'No Smoking' areas; not drinking alcohol or being drunk; not gambling; not possessing; using or supplying any illegal drug either on College premises or while involved in outside College.
- Not engaging in any dangerous or unlawful activities including the carrying or use any offensive weapon.

In classrooms, learning centres and workshops areas, we expect you to switch off your mobile phone and we have introduced signs as reminders of the arrangements.

If it is not followed, the College has the right to take appropriate action, under its Student Disciplinary Procedures, and this could eventually lead to your exclusion from the College.

STUDENT NAME: _____

STUDENT I.D. NUMBER: _____

STUDENT SIGNATURE: _____

DATE: _____

KINGSTON COLLEGE OF LONDON

WHERE THE FUTURE BEGINS...



STUDENT GUIDELINES ON ACADEMIC MISCONDUCT 2011/2012

The following are dishonest and therefore unacceptable and that they are not allowed by College:

- Taking someone else's work, picture or ideas and handing it in as your own (this is called plagiarism).
- Using the computer, for example the internet, or information stored on a hard or floppy disk which belongs to someone else, and handing it in as your own.
- Cheating, that is, acting unfairly or dishonestly to gain an advantage.
- Secretly agreeing with others to cheat or deceive (this is known as collusion).

All these are classed as Academic Misconduct. If you are found or suspected of doing any of the things shown in the list above, College will investigate the matter further. If it can be shown that you have cheated, the College may take action against you through the student disciplinary procedure as stage 1, stage 2, or stage 3-depending on how serious the case is. Where you are receiving support for (i) a disability, (ii) a learning difficulty and/or (iii) literacy and/or numeracy, this will be taken into account and the support assistant(s) will be involved in the preparation and hearing of the case.

THIS IS EXPECTED OF YOU WHILST YOU ARE AT THE COLLEGE:

- Always hand in work you have done yourself.
- If you did not write the work yourself, say where you found it, the date it was published and who wrote it in your work (or in your portfolio) as you go along. If you use someone else's words you will need to enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/reference section). This is the standard practice in the world of learning. Your tutor or lecturer will give you help with this. You should seek advice and guidance from tutors if you are unsure.
- If you use information from the internet, provide reference in correct manner.
- You will not use other people's work and hand it in as if it were your own.
- You will not use other people's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you.
- You will not let other students use or copy your work.
- If you do break the rules, the College will investigate. What happens will depend on how serious the matter is. If it is very serious you may be asked to withdraw your admission from the College.
- The member of staff who looks at what you have done will decide how serious the case is. This person will talk to the concerned personnel if the case is moderate or serious. The College will write down a list of things that we believe you have done (the allegations) so that you know the case you have to answer.
- You have to meet all the eligibility requirements like IELTS criteria for the enrolled course.
- You are responsible to submit documentary evidence to support your enrolment.
- If you or the college managements offer to change your course you have to pay the fee accordingly.

APPEALS

Appeals will be dealt with following the student disciplinary procedure.

In all cases, a note will be made on your file of the allegation including the outcome and any penalty you are given. You need to know that this information may be used by the College when it is asked to provide a reference for you, for example, if want to go to another college or get a job.

You must sign the statement below to show that you read and understand these rules.

"I agree that I have read and understand the College Policy on Academic Misconduct. I understand that if I cheat and present other people's work as my own, the College will take appropriate action. I agree that all the work I hand in during my course or put in my portfolio will be entirely of my own, unless I show clearly, where I have used someone else's work, have worked with someone else, or have received help"

STUDENT NAME: _____

STUDENT I.D.NUMBER: _____

STUDENT SIGNATURE: _____