

## Further Education General College Regulations

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| Policy Owner  | Department   |
|---|--|
| FE Central  | FE Central   |
| Version Number  | Date drafted/Date of review  |
| 2.6   | 04.02.2022   |
| 2.7   | 11.7.22  |
| 2.8   | 30.10.23   |
| Date Equality Impact Assessed   | Has Prevent been considered<br>(see Policies Guidance if unsure)   |
|   |  |
| Reviewed and Approved by<br>(see Policies Guidance for approval process)  | Date   |
| FEQMG   | Feb 2022   |
| Academic Board  | Sept. 2022   |
| Academic Board  | Nov. 2023  |
| Access (tick as appropriate)  |  |
| Public access (website) <input checked="" type="checkbox"/><br>And/Or<br>Internal access (MyWi) <input checked="" type="checkbox"/> | Staff and Student access <input checked="" type="checkbox"/><br>Or<br>Staff access only <input type="checkbox"/> |

## Policy Overview and Scope

The University College Regulations are kept to a minimum but are set down in order to provide a framework within which the University College community can operate effectively. **Disciplinary action may be taken against any student in breach of these Regulations.**

These regulations should be read in conjunction with the **University College and Learner Commitment**.

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## Policy and Procedure

### 1. STANDARDS

- 1.1. Heavy/dirty footwear must be removed before entering the teaching, dining, recreational or residential areas. Overalls must not be worn in the Garden Room.
- 1.2. Smoking in University College buildings, Halls of Residence and the bar is prohibited. Designated smoking points are provided across campus.
- 1.3. Food and drink must not be taken into lecture rooms, study rooms, laboratories, workshops, computer suite, library, Postgraduate Centre, etc and may not be consumed within the teaching buildings.
- 1.4. It is our policy to maintain the Writtle estate as a "litter free environment" and the co-operation of everyone is requested in this respect.
- 1.5. Everyone is expected to assist in ensuring that public areas are maintained in a clean and tidy condition.

### 2. CONDUCT

- 2.1. The University College is a community and students must conduct themselves in such a way that no inconvenience or annoyance is caused to other members of that community.
- 2.2. Students must ensure that they do not bring the names of the University College, or its staff or students into disrepute. This includes the publishing of defamatory comments on internet networking sites.
- 2.3. Students must not indulge in dangerous or reckless practices which could harm either themselves or others, or University College equipment, or premises, or contravene the University College's Health and Safety Policy (copies available from the H&S Officer, or on the University College Student Intranet).
- 2.4. Mobile phones and paging devices must be switched off during all lectures, practical's and examinations, and whilst in the Computer Suites and Library.

### **3. DAMAGE**

- 3.1. Any student causing willful damage to any part of the University College or grounds will be required to pay for the damage caused.
- 3.2. It is a criminal offence to interfere with fire appliances, apparatus, alarms or other protection equipment.

### **4. ALCOHOL**

- 4.1. No student will be permitted to attend timetabled classes, assessments or other curriculum related activities where it is suspected that they are under the influence of alcohol.

### **5. DRUGS**

- 5.1. It is a criminal offence and strictly forbidden to supply, use or possess any prohibited substances, or to introduce illegal drugs into the University College. The use of cannabis is not permitted in bedrooms or anywhere in the halls of residence or student campus.

### **6. WEAPONS**

- 6.1. The only weapons permitted at the University College are licensed shotguns for use with the University College's Clay Pigeon Club.
- 6.2. All firearms and ammunition must be stored in the University College's gun cabinet at all times when not in use in the club's activities.
- 6.3. Under no circumstances may guns be kept in student bedrooms or in vehicles on the campus.

#### **Bladed Articles**

- 6.4. The definition of a blade is any type of blade with a handle, including scissors – these articles may be an essential tool used as part of your course practical.
- 6.5. Where students need to use bladed articles such as blades with handles, safety knives or scissors, they must do so in a safe manner.
- 6.6. Where bladed articles are an essential part of a course practical, they must be kept in a locked workbox whilst not in use.

#### **Guns and Blades – Offensive Weapons**

- 6.7. Any knives, bladed article with a handle, scissors or similar tools, being carried or used in a threatening manner will be deemed as an offensive weapon.

- 6.8. Any bladed article which is not a safety blade, or any items such as BB guns, air guns, catapults etc., which is not a tool required as part of a course practical will not be permitted on campus.

## **7. DRESS**

- 7.1. Dress must be adequate and suitable at all times when on the University College campus, in the University College buildings and when attending all forms of instruction and assessment. Students deemed not to be appropriately attired will be excluded from classes, assessments and from entering University College dining facilities.
- 7.2. Students attending University College receptions and presentation events, and when presenting themselves to External Examiners, Verifiers and potential employers are reminded of the importance of being appropriately and smartly dressed. In these situations students are not only representing themselves but also the University College.
- 7.3. Appropriate protective clothing and personal protective equipment in accordance with University College codes of safe practice and/or as directed by the member of staff in charge of the activity, must be worn at all times when engaged in practical activities.

## **8. VISITORS**

- 8.1. Students will be held personally responsible for the actions of any visitors they invite to the University College.

## **9. COPYRIGHT, COMPUTER SYSTEMS, COMPUTER SOFTWARE AND LIBRARY BOOKS**

- 9.1. Students must abide by the Information Services Usage Policy.
- 9.2. The University College is an authorised user of proprietary software for computers. Any student found to have illegally copied any licensed software will face disciplinary action and possible legal proceedings.
- 9.3. Students must abide by the copyright legislation when using University College photocopiers and other reproduction equipment. The University College Copyright Policy can be found on the University College Student Intranet.
- 9.4. Students must not damage library books or periodicals or electronically retrievable data sources.

## **10. DATA PROTECTION**

- 10.1. The University College is registered under the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. Students wishing to make a Data Subject Access request should contact the College Data Protection Officer.

- 10.2. Any accidental or other apparent violation of the UK General Data Protection Regulation (UK GDPR) must be reported to the University College Data Protection Officer where full details of the Act may be obtained.
- 10.3. Each student must utilize data sources in a responsible manner, with due regard to the law, and with consideration to the work and privacy of other users.
- 10.4. A copy of the college Data Protection Policy can be obtained from the University College Data Protection Officer, or downloaded from the University College Student Intranet.

**NOTE:** Separate regulations apply to:

- Students Resident in University College Halls
- Motor vehicles brought to the University College

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This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website or by email.

If this information is difficult to access, read or understand, it can be provided in another format, for example in Braille, in large print, on audiotape, in another language or by someone talking it through with you.

## Version Control

| Version Number | Purpose/Amendment            | Date       |
|----------------|------------------------------|------------|
| 2.1            | Updated for 2016/17          | 01/08/2016 |
| 2.2            | Updated for 2017/18          | 31/07/2017 |
| 2.3            | Updated for 2018/19          | 09/07/2018 |
| 2.4            | Updated for 2019/20          | 05/07/2019 |
| 2.5            | Updated for 2020/21          | 20/07/2020 |
| 2.6            | Reviewed 2021/22             | Feb 2022   |
| 2.7            | Updated for 2022/23          | Sep 2022   |
| 2.8            | No amendments needed 2023/24 | Nov 2023   |