

# Student Code of Conduct

## Purpose and scope

Kaplan Professional Middle East (KPME) is committed to creating an educational environment for its customers and staff which are safe and where everyone is treated with dignity and respect. All students should strive to achieve their study goals and take responsibility for their learning.

KPME aims for all students to have a successful and enjoyable time with Kaplan. We expect students to be responsible, respectful and engaged; helping to maintain a positive community experience.

The Code of Conduct outlines how we expect students to behave whilst on KPME premises in relation to KPME staff, students, agents and property.

## 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 KPME expects from students.

1. Treat all KPME staff and fellow students, agents and others with respect.
2. Demonstrate a positive attitude and commitment towards your studies.
3. Practise and promote equality.
4. Behave professionally, responsibly and safely at all times, both on KPME premises and in the local area.
5. Switch off mobile phones and any other communicating devices when you are in a class.
6. Take care of KPME equipment, resources, facilities and buildings.
7. Follow the KPME Wi-Fi Policy.
8. Attend all classes on time.

9. Keep your tutors informed of any difficulties you may have which affect your course, so that we can adequately support you.
10. Ensure that all work is your own.
11. 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.
12. Dispose of litter responsibly by using bins located in every KPME classroom.
13. Comply with the terms of your visa, where applicable.
14. Do not smoke on or immediately outside KPME premises.
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## Breaches of KPME's Code of Conduct

If a student fails to achieve the KPME expected standards of conduct, their behaviour 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 with Kaplan without any warnings having been issued previously.

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

1. Bullying.
2. Harassment.
3. Discrimination.
4. Sexual harassment and/or violence including student to student.
5. Aggressive and threatening offensive behaviour or language.
6. Fraud and deceit.
7. Cheating and plagiarism.
8. Theft.

9. Intentional or reckless damage to KPME property or student property.
10. Serious misuse of KPME property or equipment.
11. Material incapacity through alcohol or illegal drugs on KPME premises.
12. A criminal offence.
13. Breach of the KPME Wi-Fi Policy.
14. Failure to meet student visa requirements.
15. Smoking on KPME premises.

## Third Party Notification

KPME reserves the right at any stage to inform the sponsoring employer, the relevant governing body and/or the authorities (where applicable in relation to a breach of the student code of conduct or the disciplinary procedure) .