

Appendix A: Student Code of Conduct

Context

CILEX Law School aims to provide all of its students with the support and guidance they need to achieve success. The Student Code of Conduct sets out the standard of conduct we expect of you as a student of CILEX Law School and that we believe is consistent with helping you to undertake your studies in a supportive and non-threatening environment.

What students can expect from CILEX Law School:

CILEX Law School is committed to providing the highest standards in both educational provision and administrative services.

We will:

- Give you clear, accurate and timely advice, information and guidance to help you choose a programme of study that is right for you
- Provide you with the opportunity to attend an induction session to help you make the most of your course
- Provide you with up-to-date courses and course materials that have been prepared specifically for the purpose described
- Help you with scheduling your studies by providing guidance and support
- Provide you with appropriately qualified teaching staff
- Deal with your enquiries promptly and courteously
- Investigate a complaint with any aspect of our service promptly and courteously
- Value people equally, respecting our democratic values of freedom of speech, appreciation of different beliefs, the rule of law and individual liberty

What CILEX Law School expects from our students

We expect students to:

- Take responsibility for your own learning by making use of course resources, seeking help when you need it, and acting upon the feedback and support you receive
- Take responsibility for your own learning by ensuring you are equipped with the skills required to perform to the levels required of CLS courses and assessments
- Treat with respect and courtesy everyone with whom you come into contact within the context of your CILEX Law School course
- Adhere to the Health and Safety policies and to any specific requirements that apply to any premises attended for a CILEX Law School event
- Value people equally, respecting our democratic values of freedom of speech, appreciation of different beliefs, and the rule of law and individual liberty.

What CILEX Law School will not accept from our students

CILEX Law School considers the forms of unacceptable conduct that are set out below to constitute misconduct that is likely to lead to disciplinary action. However, the list should not be regarded as exhaustive.

We will not tolerate behaviour that:

- Disrupts or improperly interferes with the teaching, learning, administrative, or other activities of CILEX Law School, whether on CILEX Law School premises or elsewhere
- Obstructs or improperly interferes with the functions, duties or activities of any student, member of staff or freelance tutor of CILEX Law School
- Amounts to discrimination, harassment, or victimisation of others on the grounds of their age, disability, gender, gender reassignment, pregnancy, maternity, race, religion, belief, or sexual orientation
- Amounts to bullying or harassment of any kind towards a student, a member of staff or freelance tutor by any means including cyber-bullying, cyber-harassment, or harassment through social media
- Is violent, indecent, intimidating or threatening, or that involves offensive behaviour
- Is likely to cause injury or jeopardise safety during any CILEX Law School activity
- Breaks the regulations of any premises being used for any tutorial, revision session or examination centre, including health and safety matters
- Reveals confidential information without permission, including personal information about other students, clients or staff and information covered by CILEX Law School's registration under data protection regulations (see our Privacy Statement)
- Amounts to student malpractice in line with the CLS Malpractice Policy or that breaches CILEX regulations relating to examinations, professional skills assessments and competence qualifications
- Abuses copyright: this specifically includes, but is not limited to, any breach or infringement of copyright or licence, whether owned or controlled by CLS or by a third party, by copying, distributing or offering for sale course or assessment material
- Involves the recording of academic sessions
- or conversations without prior authorisation through a Learner Support Plan or the express agreement of the tutor holding the session.