

	Title:	Student Code of Conduct			Ref:	POL-057	
	Type:	Policy	Version:	3	In effect from:	06/05/2025	
Inspiration	Approved by:		Chris Frisby				

Student Code of Conduct

1. Read code of conduct and keep for your records.
2. Sign and return the acceptance form.

Whilst studying and learning at UKSA it is important that our students behave in a safe and respectful way.

These standards are not just UKSA standards; they are professional standards by which you will be expected to abide within the global marine industry. The way you conduct yourself both on and off site is a direct reflection of yourself and UKSA. We expect our students to comply with UK legislation and with UKSA's safeguarding and other associated policies

During your time at UKSA, we want you to have fun, make friends, learn new things and be safe. To do this we have rules that we need you to follow.

These behaviours are included in the following, but this list may include other things:

- Taking things that aren't yours
- Using other people's kit without asking
- Fraud/Dishonesty
- Not being safe and not listening to staff who are trying to keep you safe.
- Fighting and using physical violence or using threatening or intimidating behaviour.
- Bullying
- Behaviour which causes deliberate and serious damage to property or reputation.
- Using drugs or drinking.
- Cheating in tests or exams
- Not respecting shared living or learning spaces

This list doesn't cover everything, and it gives examples, so there may be other things we need to think about.

Unfortunately, if you can't follow our rules, we may have to make some choices about whether you can carry on learning and or living with us. We need you to understand this because we can ask you to leave immediately if we are very worried about your behaviour. However, we usually give opportunities for you to get things right and we do this by giving a:

First behaviour warning where we will explain why your behaviour is not ok. We may share this with parents/carers. We will record it as a Cause for Concern.

Second behaviour warning where we will expect behaviour to improve immediately. We will share this with parents/carers. We will record this as a formal verbal warning. We will share this with parents/carers.

Third behaviour warning will result in a first written warning. We will share this with parents/carers.

Behaviour warnings that lead to a second written warning this means that the Management reserve the right to expel you from UKSA. Acts of gross misconduct (which is behaviour we consider to be serious) may result in immediate expulsion from UKSA.

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Student Disciplinary Policy

We do not wish to resort to disciplinary measures, however if it is felt that your conduct is not acceptable, your course manager will raise the issues with you. If the matter is serious then it will be dealt with by a Senior Manager and may result in your expulsion from UKSA.

An act of misconduct could result in a verbal warning; continuous misconduct could result in a written warning. Acts of gross misconduct may result in immediate expulsion from UKSA, and course fees will not be refunded in this case.

Act of Gross Misconduct

An act of gross misconduct may result in immediate expulsion from UKSA. Examples include:

- Repeated minor misconduct
- Wilful damage to bed linen, fixtures, fittings, or building structure resulting in repair or replacement.
- Theft
- Fraud- wrongful or criminal deception intended to result in financial or personal gain
- Serious insubordination
- Sharing of any internet sites containing pornographic, offensive or obscene material with under 18-year-olds
- Making, possessing, and distributing any imagery of someone under 18 which is indecent - this includes imagery of yourself if you're under 18.
- Negligence which causes serious consequences
- Serious misuse of UKSA's name or property
- Cheating in tests or exam

Zero Tolerance

Acts of Zero tolerance will result in immediate expulsion from UKSA. Examples include:

- **Drugs**
UKSA will not tolerate any individuals found to be in possession, using, selling or being under the influence of drugs. Drugs have no place in the Maritime Industry and UKSA is no exception. If you are caught or are believed to be associated with them during your stay at UKSA, you may be expelled from the UKSA immediately. The use of prescription drugs should be limited to the person to whom they have been prescribed and, in the dosage, prescribed.
- **Alcohol**
Due to the nature of the course and the environment, excessive drinking can lead to serious fatigue, illness and will likely affect your performance ashore and afloat. For your own safety and the safety of others you will not be allowed to go afloat or attend classroom-based lessons if you are deemed unfit by an instructor. If teaching content is missed it is your responsibility to catch up on what has been missed. UKSA holds no responsibility for any injury incurred using alcohol in a student's free time.

Under 16's are not permitted in UKSA Bar without a responsible supervising adult, and under 18's will not be served alcohol. The purchase on behalf or provision of alcohol to anyone under 18 by an adult is prohibited.

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- **Fighting / Physical Violence**

The Maritime industry involves living and working with people in close proximity and there is no place for aggressive, threatening or intimidating behaviour or possession of weapons of any kind.

- **Bullying, Victimisation and Harassment**

UKSA will challenge bullying in all its forms including sexual, race, religion, colour, age, national origin, disability, or any other grounds and take quick clear and decisive action to protect students and staff. Where appropriate UKSA will take disciplinary action against those who are found to have bullied others.

- **Sexual Assault**

Assault and/or improper behavior with a minor including taking Under18's to another room will result in expulsion from UKSA and information will be passed to police.

Bringing UKSA into Disrepute

UKSA has a good reputation in the local community and within the Maritime Industry. Any person who brings UKSA into disrepute may be asked to withdraw from UKSA.

Lanyards

Course/age specific UKSA lanyards must be worn when you are onsite. This is for your safety and security

Accommodation

Whilst staying in UKSA Accommodation we ask you to follow these rules:

- Under 18s only must only use Under 18 Showers at the back of the shower block.
- Under NO circumstances must students use any other shower block or enter any other accommodation block other than their own, this also includes entering other students' rooms.
- Always keep your accommodation in a clean and tidy condition, this will be checked.
- You are not permitted to smoke inside any of the accommodation blocks at any time. This includes the use of e-cigarettes. There is a dedicated smoking space if you are old enough.
- Strip your bed linen on changeover and departures days (duvet covers, bottom sheet and pillowcase NOT mattress or pillow protectors)
- Change your bed linen on a regular basis (linen days are advertised in each accommodation area, leave dirty linen in a neat pile by the door) and re-make your bed with the fresh linen left for you.
- Be packed and ready to leave accommodation to go afloat or to alternative UKSA accommodation, at the time given by UKSA staff. Wet kit or gear needs to be placed in the appropriate store and not be stored in your room. (UKSA reserves the right to change terms of the accommodation provided)
- Please do not leave wet clothes (recreational or otherwise) in your room use the drying rooms allocated to you.
- Put recreational kit or gear in the appropriate stores provided (bikes, windsurfing/surf boards) not in your room.
- Please do not use other people's kit without their permission.

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- Store clothes in the drawers and cupboards provided.
- No perishable foods in the room (e.g., fruit, milk, yoghurts etc)
- Respect other people's property, space, and privacy.
- Do not bring anyone into your accommodation who doesn't live here.
- Room keys should be returned to Reception when you are not using them or on departure. Failure to do so will result in the loss of any key deposit.
- There is always dedicated on site duty staff that students can approach day or night.
- When returning to UKSA, keep activity and noise to a minimum, UKSA is a strict 'No Noise' site after Midnight and any breach will not be tolerated.
- Our local community is very important to us. Both students and staff have a responsibility to always show respect and courtesy.