

# HARTPURY COLLEGE REGULATIONS

## ACCEPTANCE FORM 25/26

Please complete this form and bring to your enrolment.



Student's full name .....

Course ..... Date of birth .....

I understand that Hartpury reserves the right, upon giving notice which is reasonable in all circumstances, to make changes in the programme of courses being offered for reasons of changes in funding, in staffing or for any other reasonable cause.

I agree to submit to the jurisdiction of Hartpury in all matters connected with academic progress and behaviour management whilst a student of the college and I understand Hartpury agrees that the exercise of that jurisdiction shall be subject to the standards of reasonableness and fairness.

I have read and understood these regulations, Hartpury policies and statements, the Student Code of Conduct and the terms of the Accommodation Licence (where appropriate) which can be found on the Hartpury website and I agree unconditionally to abide by them.

I understand that the terms and conditions of the regulations, the Accommodation Licence (where appropriate), the policies and statements shall prevail over the content of any prospectus or other similar marketing material or any written or oral statement made by either party or by Hartpury employees or agents.

I agree that if I, the above-named student, is admitted to Hartpury College, I/we (the below named parent/carer) will be responsible for paying any deposits and fees now due and becoming due whilst attending the college and I (the above-named student) will adhere to all regulations, policies and statements, the Student Code of Conduct and the Accommodation Licence (where appropriate).

I give consent for the college to hold and use information about me (or, in the case of under 18 students, about the student) including details of my parent or carer and next of kin as stated in the regulations, policies, statements and in the Hartpury Data Protection Policy.

I agree to Hartpury using and keeping photographs and video images of students in college records including the student ID card.

I understand that Hartpury has a CCTV surveillance system in place for the principle purpose of preventing and detecting crime.

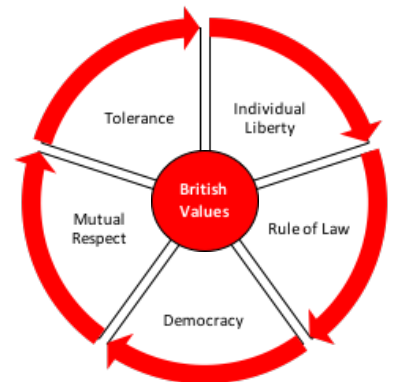
### Conditions of use of photographic and video images

Hartpury processes personal data contained in its marketing and publicity content—including photographs, videos, case studies, quotes, and profiles—for legitimate institutional interests. These interests consist of promoting courses, celebrating student achievements, highlighting events, and enhancing Hartpury's reputation.

Under the legal obligations of the General Data Protection Regulation (GDPR), Hartpury has specific responsibilities in terms of how these are collected, retained, and published. Content will only be recorded and produced on Hartpury-owned equipment, Hartpury-procured equipment or equipment owned or authorised by Hartpury staff. All content produced will be for official use, which means it will be used for Hartpury's business purposes only. The copyright of all content produced is Hartpury's, which means photographs can only be published with Hartpury's official permission.

Details of this processing, including the legitimate interests relied upon and how to object, are clearly described in Hartpury's Privacy Notice.

Visit [www.hartpury.ac.uk/policies](http://www.hartpury.ac.uk/policies)



# STUDENT CODE OF CONDUCT



**HARTPURY**  
COLLEGE

## Hartpury College's commitment to you

## Your commitment – what we expect from you

## What we don't expect from you

We will:	We expect you to:	We will not tolerate:
1. Create an inclusive approach that promotes diversity, positive behaviours, builds effective relationships and enables you to develop and achieve the best possible outcomes.	1. Play an active part in safeguarding, equality, diversity and inclusivity by respecting the rights of others and reporting inappropriate and unsafe behaviour. This includes sexual harassment and sexual and peer on peer abuse.	1. Any form of bullying, harassment or discrimination including sexual misconduct, harassment, violence or abuse and peer on peer abuse.
2. Value you for your contribution, irrespective of personal differences, in accordance with the 'Equality, Diversity and Inclusivity' policy and 'Inclusivity 2030 – Hartpury Single Equality Scheme.'	2. Have full attendance at all timetabled activities.	2. Any form of physical, emotional or verbal threat to other students or members of staff.
3. Continue to review the student experience to further enhance it. This includes giving you access to the Hartpury Students' Union.	3. Be punctual for all timetabled activities – late means late! You will be marked as late on the register if you are not at the start of your lesson/session.	3. Inappropriate/offensive language, disrespect or abuse towards students or members of staff.
4. Safeguard and provide you with a safe and secure environment in which to learn and live, free from harm.	4. Understand that if you are eligible for a bursary that payments are not only reliant on attendance but also behaviour and attitude.	4. Any actions that break the health and safety rules, including unsafe or risk-taking behaviour.
5. Give you opportunities to improve your physical and mental health and wellbeing and provide you with a healthy environment.	5. Complete your work to the best of your ability, by agreed deadlines.	5. Anyone coming on site under the influence of illegal drugs, alcohol, herbal or legal highs, or any other prohibited substance.
6. Provide opportunities for you to give us feedback through the 'learner voice'.	6. Take responsibility for your learning by bringing all you need to lessons and, by participating in all learning activities and review processes.	6. The use, possession or sale of alcohol, illegal drugs, solvents or other harmful substances, including herbal or legal highs.
7. Help you choose courses which are right for you.	7. Seek help when you need it and take up the support offered to you.	7. The carrying of any weapon or use of any item as a weapon.
8. Offer you support, advice and guidance on your progression and independent career opportunities.	8. Attend all scheduled learning and wellbeing support sessions if they are offered to you.	8. Any behaviour which constitutes a disruption to the learning of others.
9. Support you in your learning and, wherever possible, provide resources which meet your individual needs.	9. Make learning successful for everyone by behaving in a way that promotes a cooperative, positive and productive learning environment.	9. Any copying of the work of others (plagiarism).
10. Set targets with you that are achievable yet challenging.	10. Wear your lanyard with student ID at all times around the campus to support us with campus safety. You will be asked to produce this in order to borrow learning resource materials, to gain access to certain facilities, and for use in our eating outlets. There will be regular spot checks on ID cards throughout the year.	10. Any inappropriate use of IT including cyber, social networking or online bullying.
11. Ensure that assessments and reviews of your learning are clear, regular and constructive.	11. Respect the Hartpury environment. Use the recycling facilities available and be responsible for keeping learning and social areas clean and tidy.	11. The use of mobile phones or any other electronic devices in any teaching sessions – unless directed to do so by the tutor as part of learning.
12. Give you feedback on your progress through our assignment feedback, tutorials, and progress reports.	12. Embrace British values and the Prevent agenda to help prepare yourself for post Hartpury life in modern Britain.	12. Eating and drinking (apart from water) in classrooms, workshops or any other learning environment.
13. Liaise with parents, carers and employers to support your progress and provide information.	13. Be an active bystander and a responsible member of the Hartpury community.	
14. Deal promptly and fairly with any complaints you may have.	14. Look after your own wellbeing and if you're concerned about another student speak to your tutor.	
15. Promote British values and the Prevent agenda, and embed these within the student experience.		

**The breaking of any of the above could result in behaviour management being taken under the college academic and non-academic behaviour management procedures.**

# SAFEGUARDING FOR UNDER 18 NON-RESIDENTIAL STUDENTS



**This safeguarding section applies to all non-residential students.**

Hartpury recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of young people receiving education and training. Hartpury is fully committed to the wellbeing of learners, young people and adults at risk and expects all staff, volunteers and stakeholders to endorse and practice this commitment at all times. Hartpury accepts a greater responsibility for all non-residential students less than 18 years of age while studying at Hartpury and has implemented enhanced procedures to ensure they are safeguarded. Hartpury cannot accept responsibility for the behaviour and welfare of students who fail to comply with our Absence Procedure.

Students have a responsibility to report an absence from lessons, training or duties before the start of their timetabled session using My Hartpury (students will be given access to this student management system on joining Hartpury). Parents/carers have a responsibility to make contact with the student's academic tutor to authorise an absence as soon as possible which will involve providing a letter or email to the tutor to confirm reason for absence if the student is under 18 years of age (over 18 if consent given by the student). Parents/carers of under 18 students will receive an absence email at the end of the day, if a student misses a lesson and the parent/carer has not requested for the authorisation of an absence for that day. The Academic Behaviour Management Process will be followed for poor attendance and parents/carers of under 18 students will be informed.

Parents/carers with parental responsibility may be asked to collect their child from college due to medical, wellbeing, safeguarding or behaviour management reasons. Parents/carers should ensure that they are available to do so or nominate a responsible adult if unavailable.

**Students and parents/carers are responsible for ensuring that Hartpury is always in receipt of up-to-date contact information.**

**By signing and returning this Acceptance Form, I accept that I am entering into legally binding obligations.**

**Signed (student)**..... **Date**.....

**Signed (parent/carer)**..... **Date**.....

**Full name of parent/carer** .....

**Relationship**.....

**Please note, this acceptance form must also be signed by a parent/carer if the student is under 18 years old.**