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BARBRI STUDENT CODE OF CONDUCT

1. INTRODUCTION

- 1.1 BARBRI Global (the "**Company**") is a higher education organisation that operates in the legal sector through tested and proven teaching methods. The student code of conduct sets out the standards of behaviour the Company expects of its students, in their capacity as students of the Company. All students should familiarise themselves with the student code of conduct to ensure they understand their responsibilities and can contribute to a positive learning experience for themselves and others in their course.
- 1.2 The Company endeavours to create a diverse and inclusive environment that perpetuates equality regardless of background. By enrolling onto the Company's courses, students accept the Company rules. It is important that students are respectful in their interactions with others and that they uphold the high standards of personal responsibility and integrity that is expected of everyone in the Company including employees and other related parties. In the event of a breach of the student code of conduct, the student discipline procedure will be followed.
- 1.3 To encompass a positive learning environment, the Company encourages all students to adopt an attitude that is respectful, responsible and maintains the utmost integrity. These three principles are set out in more detail below.

2. RESPECT

- 2.1 The Company promotes a culture which protects the dignity and respect of all **related** individuals. It aims to support students' rights to study in an environment that is free from discrimination, bullying, harassment and sexual harassment etc. The Company expects:
- 2.1.1 all related parties to respect each other and to contribute to the creation of a positive learning environment;
- 2.1.2 students to conduct themselves in a manner that demonstrates respect for fellow students, staff members, Company facilities and Company property; and
- 2.1.3 students to communicate with fellow students and staff members in a respectful and courteous manner. This includes formal communications with the Company such as feedback mechanisms and surveys.

3. RESPONSIBILITY

- 3.1 The Company expects students to ensure they are **acting** responsibly and in tandem with this code of conduct. Students should familiarise themselves with the policy and understand their responsibilities under same. Students are expected to:
- 3.1.1 abide by all the Company's relevant academic and student policies and procedures including this student code of conduct;
- 3.1.2 acknowledge and respect the authority of employees of the Company in the performance of their duties and co-operate with them accordingly;
- 3.1.3 take responsibility for their behaviour, on and off Company property, and ensure that their actions don't have a negative impact on themselves, fellow students, or the Company; and

- 3.1.4 uphold the same high standards of good conduct while undertaking internships or work experience placements linked with Company partners.

4. ACADEMIC INTEGRITY

4.1 Academic integrity is a fundamental principle that should underpin all academic activity. Students should behave in an honest manner while navigating their specific courses. They should work independently, express original ideas and submit original work. All interaction in groups should be courteous and students should conduct themselves in a way that is courteous to other students and Company employees. Those engaging in academic misconduct could negatively impact other students and diminish their own learning experience. Students are expected to:

- 4.1.1 attend live workshops or group sessions and engage in all other learning activities of their course;
- 4.1.2 learn the core values and skills required to appreciate and value the need for integrity and honesty, which are the cornerstone of the legal profession; and
- 4.1.3 abide by the examination regulations as set out by the SRA, and any other academic conduct policies that the Company may establish to ensure a fair and equitable assessment system for all students.

5. ACADEMIC MISCONDUCT

5.1 Academic misconduct includes any action or attempted action that may result in creating an unfair academic advantage. This includes plagiarism, copying, possession of unauthorised materials during an assessment and collusion (unauthorised or unattributed collaboration with others in a piece of assessed work).

6. GENERAL GUIDELINES

6.1 It is important that students ensure they recognise the diversity of the Company community and do not discriminate against others based on:

- 6.1.1 age;
- 6.1.2 ethnic origin, race, nationality, membership of a national minority, culture, language;
- 6.1.3 religious faith or affiliation or lack thereof;
- 6.1.4 political affiliation or opinions or lack thereof;
- 6.1.5 sex, gender, gender identity, sexuality, sexual orientation;
- 6.1.6 marital status, caring or parental responsibilities;
- 6.1.7 illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent;
- 6.1.8 full or part-time student status;
- 6.1.9 socio-economic background, employment status, trade union affiliation;
- 6.1.10 spent or irrelevant criminal convictions; or
- 6.1.11 any other irrelevant distinction.

6.2 Students are expected to act responsibly, honestly and with consideration and respect for fellow students and Company employees.

6.3 Where students have 1:1 sessions with tutors or learning coaches, it is expected that students will be punctual for those appointments and / or communicate with the tutor or learning coach in advance to notify them that students may be running late.

6.4 Where a student is expected to attend an appointment, meeting etc. they should inform the relevant person in good time if they are going to be absent or delayed.

6.5 When attending group sessions online, students should mute themselves as appropriate and either switch off their mobile phones and any other communicating devices when in a class,

attending a workshop or a strategy session or put them on silent to ensure they are not disturbing fellow students and Company staff.

- 6.6 Students should keep staff informed of any difficulties students may have which affect their course, so that Company staff can provide adequate support and advice.

7. **BREACHES OF THE EXAMINATION REGULATIONS**

- 7.1 Students should familiarise themselves with the rules for sitting the SQE examinations. In general, when taking any exam, it is important that students avoid:

- 7.1.1 copying or cheating at any examination or other assessments, such as mock exam / practice tests;
- 7.1.2 sitting an examination under another student's identity.
- 7.1.3 for the SQE exams, arranging for someone else to sit an examination under their name / on their behalf;
- 7.1.4 use of a mobile phone or any other unauthorised electronic device during an examination or test; and
- 7.1.5 any other breach of the examination regulations or any action that may jeopardise the integrity of an assessment.

8. **OBSTRUCTIVE, DISRUPTIVE, OR RECKLESS BEHAVIOUR**

- 8.1 Students are prohibited from activities or behaviour that disrupt or are likely to disrupt members of the Company from performing their duties or work or another student's right to study, learn or complete an academic activity, such as the disruption of lectures, classes, tutorials, or administrative activities or processes.
- 8.2 Students are prohibited from activities or behaviour causing health and safety risks to themselves or others.
- 8.3 Students are prohibited from displaying any form of violent, indecent, abusive, threatening, or offensive behaviour. This includes behaviour and actions that take place face-to-face, online, over the phone or through messaging platforms. See our bully and harassment policy for definition of bullying, harassment etc.
- 8.4 Students are prohibited from cyberbullying. Cyberbullying is bullying that takes place over digital devices such as phones, computers, and tablets. It can also occur through SMS, text, and apps, or online in social media and forums. Cyberbullying includes sending, posting, or sharing (even once) an offensive or hurtful message, image or statement on a social network or another public forum where that message, image or statement can be viewed and or repeated by other people.
- 8.5 Students should not transmit viruses or other malicious computer code to other users, or view, download, store or disseminate any offensive messages or images, indecent images or other material via Company email or online platforms linked with the Company IT systems.

9. **THEFT, FRAUDULENT AND DISHONEST BEHAVIOUR**

- 9.1 Under this section the Company prohibits the following:

- 9.1.1 submission of fraudulent or falsified documents to support claims of extenuating or mitigating factors;
- 9.1.2 the unauthorised amendment, alteration or circulation of any Company documents, materials, emails, literature etc.;

- 9.1.3 (for students and alumni who have access to Company materials included but not limited to documents, presentations, logins, video material, assessments or any other data) the reusing, redistributing, or otherwise distributing materials. Any materials provided to the student, at any time, are the property of the Company and must be kept confidential and used solely for the intended purpose of use by the student who is engaged to study with the Company directly. Any unauthorised use or distribution of Company materials may result in disciplinary action, including but not limited to termination of access to Company resources, legal action and or any other appropriate measures deemed fit by the Company; and
- 9.1.4 making false, frivolous, or vexatious complaints.

10. ALCOHOL AND DRUG AND CONTROLLED SUBSTANCE ABUSE

Students should not misuse alcohol, or other controlled substances on Company property or during online sessions. Illegal possession, use, consumption, manufacture, sale, or distribution of drugs and / or drug paraphernalia on any Company property is prohibited.

11. INCITEMENT

Incitement or encouragement of others to do any of the things that are breaches of the student code of conduct is prohibited

12. BREACHES OF COMPANY'S CODE OF CONDUCT

If a student fails to achieve the Company expected standards of conduct, their behaviour may be addressed through the Student Disciplinary Procedure.

13. 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 on any of the Company courses without any warning having been issued previously. In the event a student is excluded for gross misconduct, they will not be entitled to any refund of their student fees. The Company's procedures are set out in the bullying and harassment policy and procedure documents.