

## **Student Code of Conduct**

### **1. Introduction**

The Student Code of Conduct applies to all students of The Sophrology Academy. The purpose of the code is to clarify expectations of students in order to promote an environment of mutual trust and respect, and a safe, pleasant and productive learning environment for all.

### **2. General Behaviour**

The Academy expects all students to respect one another, all staff and teachers, as well as to respect the venue and any teaching material.

The Academy is a non-smoking environment.

Students should not bring external parties to the Academy or online classes without prior express authorisation from the Executive Director.

### **3. Learning Environment**

Students should arrive punctually for class and return timeously from breaks. If a student arrives late and an exercise is under way, they must wait until the end of the exercise to enter.

Each student is responsible for ensuring they have access to the necessary technology (computer and good Internet connection) for participating in online interactive courses.

Students are requested as far as possible to make use of an environment appropriately free of distractions for all online training.

All mobile phones and other electronic devices must be switched off and put away during classes except to record exercises. Phones should also be kept on silent at all other times when in class.

Recording of all exercises is permitted with the exception of feedback times.

All students should inform the teacher of any health difficulty that could require adapting the exercises for them.

All participants are bound by confidentiality about anything shared within the group, particularly in feedback sessions. Information about other students should not be discussed with external people under any circumstances.

The Student Toolbox is an important source of information and supplementary learning resources. Students should check the Toolbox regularly for additional content.

## 4. Attendance

Attendance is recorded at all classes. Planned absences must be requested in advance and the teaching faculty will decide on how best to catch up on missed sessions. In-person training will not be recorded. The Programme Handbook provides more information on catching up, minimum attendance and mandatory modules.

## 6. Communication

Email will be the primary means of communication between The Academy and Students and it is the Student's responsibility to ensure you read all email communication from The Academy. Adding Academy email addresses to a Safe Senders list is recommended.

Access may also be provided to a private Facebook page or other communication channels along with the Student Toolbox where useful information may be shared.

## 7. Intellectual property

All documents and handouts, including electronic documentation from the Academy are the property of the Academy and students are not authorised to reproduce them or share them apart from for their own personal use during their studies.

Teachers may share case studies with students. Any document relating to case studies is to be treated with utmost confidentiality. Discussions around case studies cannot be recorded by phone. Discussion of case studies may not be recorded by the Sophrology Academy. If the Sophrology Academy records such sessions, the amount of time the recording is available on the Student's Toolbox may be limited and students will be notified.

All students will be given access to the online Student Toolbox after their course introduction and for the duration of the course. Students are not permitted to share the access codes and contents with anyone else and should only use those access codes and contents for personal use.

Students may be required to print from the Toolbox and bring to sessions, handouts and documents not already included in their course workbook.

**Name (printed):** .....

I confirm I have read and understood the Student Code of Conduct of The Sophrology Academy and will respect it.

**Date:** .....

**Signature:** .....