

Dear Student

I hope your programme has got off to a good start and that you are feeling more at ease in your new surroundings. We would like your help in looking after the new campus by following some basic rules and reporting thoughtless behaviour that could spoil the facilities for you and others. The rules listed below are there for the security and comfort of all campus users. Please read them carefully, print your name, sign and date the attached slip, then hand it to your tutor.

Thank you. We wish you every success on your course.

Medway Student Rules

1. Respect - all members of the College Community and the College environment at all times. Do not damage furniture/fittings or put feet on chairs etc.
2. No activity of a criminal nature is permitted. This includes drugs, theft, and damage.
3. Smoking is permitted **only** in the designated smoking area(s). The correct bins are to be used for cigarette stubs.
4. Alcohol and chewing gum are not permitted on site.
5. ID Cards are to be worn at all times.
6. Visitors - only MidKent Students, Staff or authorised visitors are to be invited onto site.
7. Lifts may only be used by students who have obtained a valid lift pass; these are available from reception. Unauthorised use of lifts will be challenged.
8. Litter must be placed in the correct bins.
9. Café and Bistro tables must be cleared by diners/users.
10. The Social Zones - Respect for the facilities, furniture and each other. No public displays of affection (PDAs) as it offends and alienates others.
11. Classrooms - Students are only permitted to enter classrooms/vocational areas when accompanied by a member of staff or if they have been given permission to/officially booked the space.
12. Parking - there is no parking outside the College on the main road, access road to Brompton Barracks or in any residents' parking bay.
13. No waiting is allowed in the drop-off zones outside the campus to keep the traffic flowing. The car park barrier is raised at 4.00pm daily and can be used for waiting.
14. Course/department rules, for example on meeting course deadlines, health and safety etc, must be followed at all times.
15. Attendance - must be at least 90% in the first five weeks of your course and thereafter if you are to keep your place at College.
16. Finally, please help us to be a good neighbour by behaving appropriately on your way to and from College and in the roads around the Campus and not dropping litter.

Sue McLeod

Medway Campus Student Rules

I have read and acknowledge the Medway Campus Student rules.

I understand that if I break the rules, I may be subject to the College's disciplinary procedure.

Name (Please print): _____

Course: _____

Signature: _____

Date: _____

(Copy to be retained on student files)