



Professional Embroidery Tutor Programme Student Code of Conduct

Document Control	
Document Owner	Director of Education
Version	1
Approved By	PWG
Date	6/6/2024
Effective Date	6/6/2024
Amended By	
Amendment Date	
Amendments	
Formal Review Date	16/5/2025

This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

Professional Embroidery Tutor Programme Student Code of Conduct

As a student of The Royal School of Needlework's Professional Embroidery Tutor Programme, you are expected to uphold the highest standards of integrity, professionalism, and respect both within and outside the organisation. This Student Code of Conduct serves as a guide for your behaviour as future employees and representatives of The Royal School of Needlework.

1. Professionalism and Integrity:

- Conduct yourself with professionalism and integrity at all times, both when you are on the premises and working elsewhere.
- Adhere to academic honesty and integrity standards, including avoiding plagiarism and respecting the intellectual property rights of others.
- Take responsibility for your actions and uphold the reputation of The Royal School of Needlework as a respected organisation.

2. Respect and Diversity:

- Treat all members of the community with dignity and respect, regardless of differences in race, ethnicity, gender, religion, sexual orientation, disability, or socioeconomic status.
- Embrace diversity and foster an inclusive environment where everyone feels valued and supported.

3. Academic Engagement:

- Attend classes regularly and actively participate in academic discussions and activities.
- Complete assignments and assessments with diligence and academic rigor.
- Seek assistance from staff and tutors when needed, and engage in constructive dialogue to enhance your learning experience.

4. Professional Conduct in Practical Settings:

- Demonstrate professionalism and respect when working in practical settings, such as workshops, studios, or internships.
- Adhere to safety protocols and guidelines to ensure the well-being of yourself and others.
- Respect the property and resources of The Royal School of Needlework and any external partners or organisations you may work with.

5. Representing The Royal School of Needlework:

- As future employees and representatives of The Royal School of Needlework, conduct yourself in a manner that reflects positively on the organisation.
- Uphold the values and mission of The Royal School of Needlework in your interactions with clients, colleagues, and the broader community.
- Seek opportunities to promote the achievements and contributions of The Royal School of Needlework to external stakeholders.

6. Conflict Resolution:

- Resolve conflicts and disagreements in a constructive and respectful manner, utilising established communication channels and seeking mediation or support as needed.
- Strive to understand differing perspectives and work towards mutually beneficial solutions.

7. Compliance with Policies and Regulations:

- Familiarise yourself with and adhere to all policies, regulations, and guidelines of the RSN.
- Take responsibility for staying informed about updates or changes to policies and regulations that may affect your conduct as a student.

Reporting Violations: Any student who witnesses or experiences behaviour that violates the Code of Conduct is encouraged to report it to the Director of Education. Reports will be handled confidentially and investigated thoroughly as per the RSN Disciplinary Procedure.

Consequences of Violations: Violations of the Student Code of Conduct may result in disciplinary action, up to and including suspension or expulsion from The Royal School of Needlework. The severity of the consequences will depend on the nature and impact of the violation, as determined by the Director of Education.

Conclusion: By adhering to the Student Code of Conduct, you contribute to fostering a culture of excellence, respect, and professionalism at The Royal School of Needlework. Your commitment to upholding these principles will not only enhance your own academic and professional development but also reflect positively on the reputation and standing of the organisation.