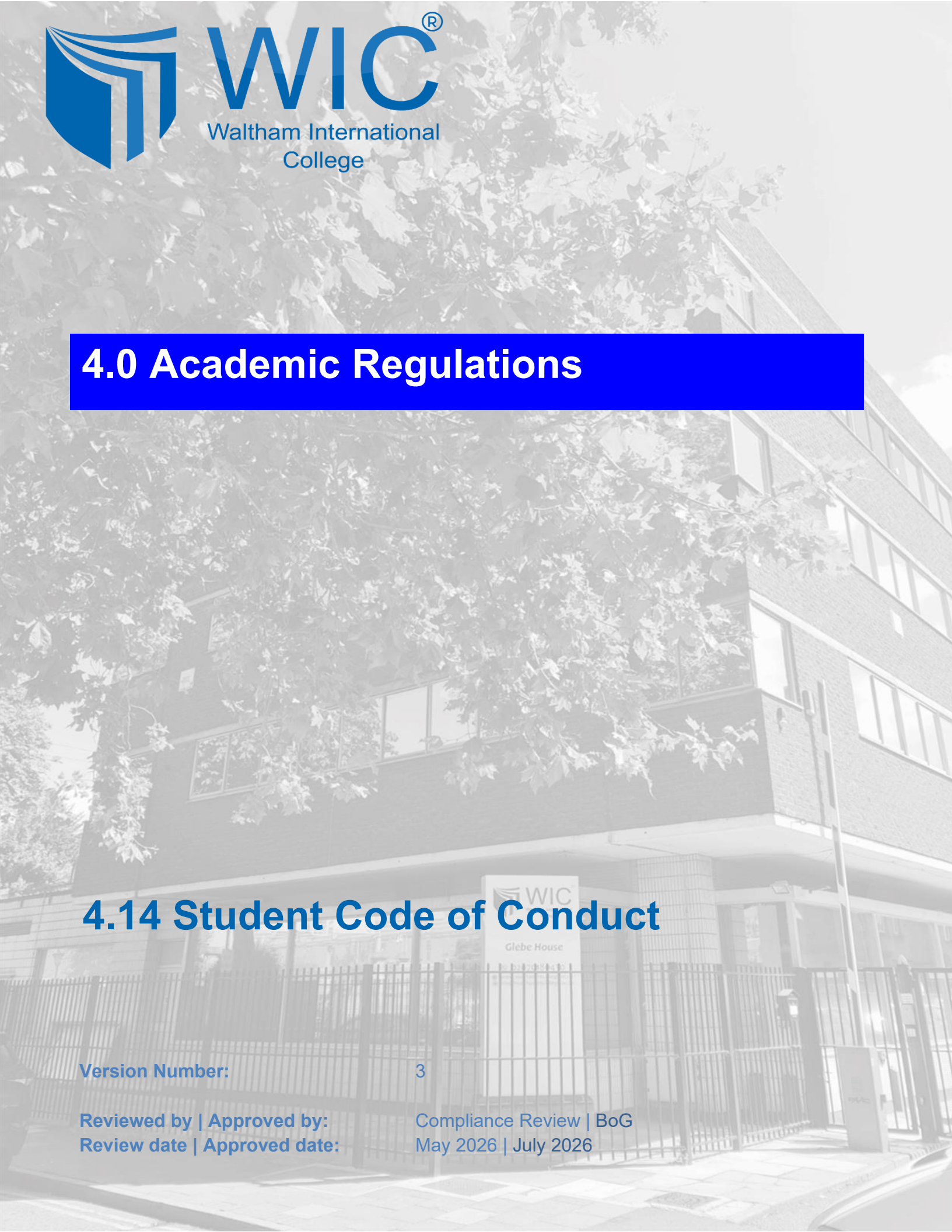
Waltham International College

4.0 Academic Regulations



4.14 Student Code of Conduct

Version Number:	3
Reviewed by | Approved by:	Compliance Review | BoG
Review date | Approved date:	May 2026 | July 2026

Compliance Alignment Statement

This version of the Student Code of Conduct has been aligned to current UK and Office for Students requirements as of May 2026. The substantive changes are listed below.

Version Control Statement

Version	Date	Changes	Reason	Author	Next Review
1	September 2024	New Document - formalising expectations	New document	Head of Student Services	Augist 2025
2	September 2025	No Changes	Annual Review	QA	August 2026
3	May 2026	- Textual revisions made throughout to bring the policy into compliance with applicable regulations - Changed to new template - Updated External Reference List	Compliance Alignment 2026 (OfS)	QA Compliance Review	August 2027

External Reference Points

- OfS Regulatory Framework 2018 (as amended) – Conditions B2, B5, C5, E6
- QAA UK Quality Code 2024 – Student Engagement
- Equality Act 2010 – protected characteristics, harassment, victimisation
- Higher Education (Freedom of Speech) Act 2022
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- UK GDPR and Data Protection Act 2018
- Consumer Rights Act 2015 and CMA Guidance for HE Providers 2023
- Human Rights Act 1998

Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- 1.10 Student Engagement Policy
- 3.01 Recruitment, Selection and Admission Policy
- 4.02 Teaching and Learning Strategy
- 4.03 Assessment Policy
- 4.05 Attendance, Retention and Support Policy
- 4.06 Complaint Policy
- 4.12 Fitness to Study Policy
- 4.08 Academic Misconduct Policy and procedure
- 4.09 Non-Academic Misconduct Policy
- 4.10 Bullying, Harassment and Sexual Misconduct Policy

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1. Purpose

This Student Code of Conduct sets out the standards of behaviour and conduct that Waltham International College (WIC) expects of all students throughout their time at the College. It exists to protect the wellbeing, rights, and dignity of all members of the College community; to support a positive, inclusive, and safe learning environment; and to ensure that WIC meets its obligations under applicable legislation and its conditions of registration with the Office for Students (OfS). The Code also forms part of WIC's contractual relationship with students under the Consumer Rights Act 2015 and related CMA guidance for higher education providers.

2. Scope

This Code applies to all registered students of WIC, regardless of level of study (undergraduate, postgraduate, or Higher Technical Qualification), mode of study (full-time, part-time, or distance learning), or programme type (including programmes delivered in partnership with Leeds Trinity University or other awarding bodies). It covers all College-related activities from the point of enrolment through to completion or withdrawal, including: attendance and participation in teaching and learning; submission of assessed work; use of College facilities, IT systems, and premises; conduct on placements and work-based learning; attendance at College events; and online and social media activity where it has a direct and material impact on members of the College community. The Code applies on all WIC campuses, at partner institution sites, at placement providers, and in any other context where students are acting in their capacity as a WIC student.

3. Introduction

WIC is proud to welcome students from a wide range of backgrounds, cultures, and disciplines. We are committed to providing a high-quality, inclusive higher education experience built on mutual respect, academic integrity, and a shared sense of community. This Code of Conduct reflects those values. It is intended not as a punitive framework but as a shared understanding of the standards of behaviour and engagement that enable all students and staff to thrive. Students are encouraged to read this Code alongside the related policies listed above and to seek guidance from Student Support Services if they have any questions about their responsibilities or rights.

4. WIC's Commitment to Students

In return for students meeting the expectations set out in this Code, WIC commits to:

- Providing high-quality teaching and learning in line with the Teaching and Learning Strategy
- Treating all students fairly and without discrimination in accordance with the Equality Act 2010
- Providing accessible support services and reasonable adjustments for students with disabilities
- Handling complaints and misconduct matters fairly, consistently, and transparently
- Providing clear information about programmes, requirements, and student rights
- Protecting students' personal data in accordance with UK GDPR
- Respecting freedom of speech and academic freedom within the law

5. Standards of Conduct and Behaviour

5.1 Academic Conduct

Students are expected to:

- Attend all scheduled classes, assessments, and academic activities, and to notify the College promptly in the event of absence
- Submit all assessed work by the stated deadline in the correct format, unless an extension or extenuating circumstances application has been approved
- Ensure all submitted work is their own and acknowledges the work of others appropriately (see Academic Misconduct Policy)
- Use generative AI tools only in accordance with the College's and awarding partner's published guidance
- Engage actively and constructively in all learning activities
- Treat feedback from staff as an opportunity for development and learning
- Maintain academic integrity in all aspects of their studies

5.2 Conduct Towards Others

All students are expected to treat other students, staff, placement supervisors, service users, and members of the public with respect and dignity at all times. Students must not:

- Bully, harass, intimidate, or victimise any person, whether in person, online, or via any other means
- Use discriminatory language or engage in conduct related to protected characteristics (including race, sex, disability, religion, sexual orientation, or gender reassignment)
- Engage in sexual harassment or sexual misconduct of any kind
- Threaten, intimidate, or engage in violent conduct
- Engage in conduct that causes distress, alarm, or harassment to any member of the College community

WIC takes a zero-tolerance approach to bullying, harassment, and sexual misconduct. All students are encouraged to report any incidents to Student Support Services. Reporting channels include anonymous reporting options. See the Bullying, Harassment and Sexual Misconduct Policy for full details.

5.3 Use of College Facilities and Property

Students must:

- Use College facilities and equipment responsibly and only for their intended purpose
- Not damage, destroy, or misuse College property or the property of other students or staff
- Not use the College's IT systems for unlawful purposes, including accessing illegal content, cyberbullying, or circumventing IT security measures
- Comply with the College's IT acceptable use policy
- Maintain a clean and tidy learning environment

5.4 Online Conduct and Social Media

Students are expected to conduct themselves online and on social media in a manner consistent with this Code. The College's standards apply to online conduct that has a direct and material impact on members of the College community, including:

- Posting or sharing defamatory, discriminatory, or harassing content about students, staff, or the College
- Sharing intimate images without consent
- Cyberbullying or online harassment
- Posting content that breaches the College's policies on academic integrity, freedom of speech, or data protection

5.5 Professional Conduct (for Students on Placements)

Students attending practice placements must adhere to the conduct standards expected of professionals in the relevant sector, in addition to this Code. They must comply with the policies and procedures of their placement provider, treat service users and colleagues with respect and dignity, and report any concerns about safety or professional conduct to their placement supervisor and Programme Leader.

5.6 Conduct in Relation to External Parties and the Community

Students represent WIC in the wider community. Students are expected to conduct themselves in a manner that does not bring WIC into disrepute, including in social settings, online, and in any interactions with the College's awarding partners, placement providers, or members of the public.

6. Freedom of Speech

WIC upholds freedom of speech and academic freedom within the law, in accordance with the Higher Education (Freedom of Speech) Act 2022. Students have the right to express their views, question ideas, and engage in reasoned debate. However, this right does not extend to expression that is unlawfully discriminatory, amounts to harassment, incites hatred, or violates other people's rights and dignity. Students who wish to hold meetings, events, or activities involving external speakers must notify the College in advance, in accordance with the Freedom of Speech Policy.

7. Prevent Duty

WIC has a duty under the Counter-Terrorism and Security Act 2015 (the Prevent Duty) to have due regard to the need to prevent people from being drawn into terrorism. Students must not engage in any conduct that promotes, glorifies, or supports terrorist activity or extremist ideologies. If students have concerns about radicalisation, they are encouraged to speak confidentially with the Prevent Lead or to use the College's anonymous reporting facility.

8. Consequences of Breach

Students who breach this Code of Conduct may be subject to:

- an informal warning and educational intervention;
- a formal written warning;
- a requirement to undertake educational or restorative activities;
- suspension;
- or, in the most serious cases, exclusion from the College.

The applicable procedure depends on the nature of the breach and is set out in the relevant College policy (Academic Misconduct Policy (4.08); Non-Academic Misconduct Policy (4.09); Bullying, Harassment and Sexual Misconduct Policy (4.10)).

9. Student Rights

Students who are subject to any misconduct process have the right to:

- be informed of the allegation;
- present their case and be accompanied;
- receive a fair and impartial hearing;
- be informed of the outcome in writing with reasons; and appeal the outcome.

Students also have the right to access support from Student Support Services at any stage of any process.

Students wishing to appeal a misconduct outcome should refer to the Academic Appeals Policy (4.07) or the relevant misconduct policy for the applicable appeals procedure.