



## UKMC Student Learning Partnership Agreement (Student Code of Conduct)

Date	Author	Summary of Changes	Version	Authorised
08/08/2024	Academic Registrar	08/24 Version 1 amended to be ratified by AB on 21st August 2024	1	Academic Board Sept 2025
15/12/2025	Academic Registrar	Additional Emphasis to the values of UKMC in line with Strategic Plan 25-30	2	Academic Board December 2025
<b>Policy/Procedure Management and Responsibilities</b>				
Policy/Procedure Owner		This Code of Conduct is maintained by the Academic Registrar and approved by the Academic Board. Developed and implemented to formalise UKMC's institutional values and mutual dedication with our learners to ensure that every student not only attains academic success but also experiences personal and professional growth throughout their time at UKMC, in an environment conducive to learning.		
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## Welcome to UK Management College

At UK Management College, we believe that a successful learning journey is a shared commitment between our institution and our students. This agreement embodies our mutual dedication to ensuring that every student not only attains academic success but also experiences personal and professional growth throughout their time with us.

We have crafted this agreement with the intention of clarifying the roles, responsibilities, and expectations for both the college and its students. By understanding and adhering to the provisions of this agreement, we lay the foundation for a fruitful and supportive educational experience.

### Introduction

This Learning Agreement sets out the mutual expectations and commitments between UK Management

College (the "College") and the student (the "Student"). It aims to provide a foundation for a productive and positive learning experience.

### Purpose

This agreement establishes an understanding of the roles, rights, and responsibilities of both the College and the Student in the educational process. It ensures an environment of mutual respect and support that is safe and conducive to learning.

The UKMC Student Code of Conduct outlines the key responsibilities of all students, and breach of the code of conduct or learning partnership may result in investigation and/or disciplinary action

### Student Commitment

*Attendance:* The Student agrees to attend all scheduled classes, tutorials, workshops, and mandatory meetings.

- We anticipate 100% attendance from every student. This expectation ensures that you gain the comprehensive educational experience we aim to provide.
- All absences should be promptly reported to the Student Support Services. By keeping us informed, you allow us to provide the necessary assistance and ensure continuity in your learning journey.
- We value your well-being and success. Keeping UKMC updated about potential absences allows us to support you effectively, ensuring you're safe and maximizing the benefits from your degree programme. Remember, we're here to help, and your progress matters to us.

There are instances termed as "Critical Attendance Circumstances." These include:

- **Initial Absence:** If a student fails to attend the first two weeks without notification, no calls or reminders will be dispatched to check on them. Such students will be automatically unenrolled from the course.
- **Consecutive Absences:** Missing two weeks back-to-back classes without prior notice or approval results in a report to the university, potentially leading to course removal.
- **Late Entry:** Students arriving more than 10 minutes late will only be permitted to join the class after the scheduled break.
- **Class Departure:** Leaving class requires permission. Unscheduled exits are not permitted.

By adhering to these guidelines, we aim to maintain a disciplined and conducive learning environment.

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### Engagement:

- **Virtual Learning Environment Access:** All lecture and seminar materials will be available on Blackboard/Canvas. It's expected that you access this platform weekly. Be aware that your engagement with these materials is monitored to support your academic progress.
- **Participation:** Engage actively in class discussions, collaborate effectively in group tasks, and immerse yourself in all learning activities. Your proactive participation enhances your understanding and enriches the learning experience for everyone.

### Assignment Submissions:

1. **Timeliness:** Finish your assignments, projects, and exams on time. Turn them in when they're due.

### Code of conduct

2. **Follow Rules:** Always follow the College's rules.
3. **Be Honest:** No cheating or copying others' work.
4. **Be Respectful:** Treat everyone kindly and with respect.
5. **Use Resources Properly:** Use college stuff the right way and only for college work.
6. **Student Identification:** It is mandatory to always wear your student identification whilst on the college premises for security and identification purposes.
7. **Zero Tolerance:** It is essential to treat ALL members of staff with care and respect. If a student is found to harass a member of staff, they will be asked to leave the premises immediately and/or student misconduct policies will be used by the Dean that could lead to suspension or termination of studies at UKMC.
8. **Purpose and Values**  
Victoria College of Arts and Design (UKMC) is committed to creating an inclusive, creative, and professional learning environment where all students can reach their full potential. The Code is applied alongside the Academic Freedom and Freedom of Speech Policy.
9. **Respectful Community**  
All students must contribute to a community built on mutual respect, inclusion,

and dignity. Courtesy, constructive communication, and professionalism are expected at all times.

## 10. Accountability and Responsibility

Where behaviour falls short of expectations, disciplinary procedures may be invoked to protect the rights, safety, and wellbeing of the UKMC community. This Code applies to all students from enrolment through completion of studies, including online and external activities linked to UKMC.

### UKMC Values and Student Responsibilities

UKMC's Code of Conduct reflects our core values. Students are expected to act in ways that align with these principles:

UKMC Value	Student Responsibilities
<b>We value the student experience and student support</b>	<ul style="list-style-type: none"><li>• Engage fully with learning and support services</li><li>• Seek help proactively when needed</li><li>• Treat all students and staff with respect and fairness</li></ul>
<b>We promote inclusivity, diversity and equity</b>	<ul style="list-style-type: none"><li>• Contribute to a safe and welcoming environment for all</li><li>• Approach learning creatively</li><li>• Embrace new ideas and technologies responsibly</li><li>• Communicate courteously and professionally</li></ul>
<b>We work with innovation</b>	<ul style="list-style-type: none"><li>• Respect classroom, campus, and community spaces</li><li>• Uphold academic honesty and ethical conduct</li><li>• Take responsibility for actions and their impact on others</li></ul>
<b>We behave with respect</b>	<ul style="list-style-type: none"><li>• Minimise waste and energy use</li><li>• Contribute positively to campus and local community</li><li>• Act as ambassadors for UKMC both on and off campus</li><li>• Participate respectfully in external and online activities</li></ul>
<b>We expect integrity-led professional behaviour</b>	
<b>We foster environmental sustainability and social responsibility</b>	
<b>We engage with the communities we serve through community leadership</b>	

### Embedded Code of Conduct – Student Responsibilities

Area of Conduct	Expectations
<b>Respect &amp; Community</b>	<ul style="list-style-type: none"><li>• Be polite, inclusive, and supportive of others</li><li>• No bullying, harassment, discrimination, or victimisation in any form</li></ul>
<b>Attendance &amp; Punctuality</b>	<ul style="list-style-type: none"><li>• Attend <b>all scheduled classes and workshops</b></li><li>• Report absences promptly</li></ul>

<b>Engagement &amp; Independent Study</b>	<ul style="list-style-type: none"> <li>• Persistent lateness or non-attendance may lead to disciplinary action</li> <li>• Access Blackboard/Canvas <b>weekly</b> — engagement is monitored</li> <li>• Actively contribute to seminars, discussions, and group work</li> </ul>
<b>Academic Integrity</b>	<ul style="list-style-type: none"> <li>• Submit all work on time</li> <li>• No plagiarism, cheating, or academic dishonesty</li> <li>• Use College resources responsibly</li> </ul>
<b>Classroom Conduct</b>	<ul style="list-style-type: none"> <li>• Keep devices on silent</li> <li>• Maintain a safe and respectful learning environment</li> <li>• Use spaces responsibly and leave them tidy</li> </ul>
<b>Professional Boundaries</b>	<ul style="list-style-type: none"> <li>• Personal relationships with staff involved in teaching, supervision, assessment, or student support are <b>not permitted</b></li> </ul>
<b>Digital Responsibility</b>	<ul style="list-style-type: none"> <li>• Use the internet and social media responsibly</li> <li>• No hate speech or harmful/offensive communication</li> <li>• Online behaviour must meet the same standards as in person</li> </ul>
<b>Legal Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with UK law, including laws on violence, substance misuse, indecency, fraud, and theft</li> </ul>

## Additional Behavioural Expectations

Students must not:

- Engage in bullying, harassment, discrimination, victimisation, or sexual misconduct
- Create unsafe or intimidating environments, including sexualised behaviour
- Damage campus facilities or property
- Disturb others' study or work through excessive noise or disruption

## Sexual Misconduct and Safeguarding

UKMC maintains robust safeguarding procedures to protect all members of the community. Allegations of sexual misconduct are treated seriously, investigated confidentially, and may involve external authorities. Both complainants and respondents are treated respectfully and offered support.

## Freedom of Speech

UKMC respects freedom of speech and academic freedom. However, protected expression must not:

- Constitute hate speech
- Intimidate or harass others
- Spread harmful misinformation
- Disrupt the rights or safety of others

## Breaches of the Code

### 1. Reporting Misconduct

Students may report suspected breaches to the Academic Services department or Registry Department. Examples include harassment, hate speech, and misuse of social media.

### 2. Investigation and Outcomes

Reports are investigated and may be referred to the **Student Disciplinary Procedure**, or other relevant policies such as UKMC Sexual Misconduct Policy, or Anti Bullying and Harassment Policy.

### 3. Students subject to allegations may present their case to a panel to ensure fairness.

### 4. Concerns Involving Staff

Complaints about staff are handled through the **Student Complaints Procedure**. Threats, abuse, or aggression towards staff will result in serious disciplinary action, potentially leading to exclusion.

### 5. Safeguarding and Serious Misconduct

Bullying, harassment, discrimination, victimisation, or sexual misconduct must be referred to the Safeguarding Lead and relevant policy located on the UKMC website. Where legal issues arise, police or social services may be involved.

Records are securely maintained until the student completes their studies or as required by law.

## College Commitments

**4.1 Curriculum:** The College will provide a comprehensive curriculum, aligned with university standards, to ensure the students are adequately prepared for their future endeavours.

**4.2 Resources:** The College will furnish the students with necessary learning materials, library access, and other resources needed to support their academic journey.

**4.3 Feedback:** The College will ensure timely feedback on assignments, projects, and exams to aid the student's learning and progression.

**4.4 Support:** The College will provide academic counselling, personal mentoring, and other support mechanisms to help the student address any challenges. At UK Management College, a comprehensive support network has been established to facilitate student academic journey and holistic well-being.

Here are the specialized roles and the support they offer.

- Lectures

- **Lecture Delivery:** Presenting course materials, concepts, and knowledge through interactive lectures.
- **Seminars:** Facilitating in-depth discussions, allowing students to delve deeper into topics.
- **Learning Activities:** Crafting and executing in-class activities that bolster comprehension and engagement.

- **Feedback:** Offering constructive insights on your academic progress and areas that need attention.
- Student Tutors:
  - **Academic Counselling:** Providing guidance on improving academic skills and overcoming study challenges.
  - **Skill Development Sessions:** Organizing additional classes on academic writing, paraphrasing, critical thinking, and more based on student needs.
  - **Personalized Tutoring:** Book one-on-one sessions or partake in group classes to clarify doubts and enhance understanding.
  - **Feedback and Mentoring:** Guiding students on a personal level, addressing their specific academic concerns.
- Student Well-being:
  - **Mental Health Support:** Offering resources, counselling, and assistance for emotional and mental well-being.
  - **Learning Assistance:** Catering to students with special learning needs and offering strategies to cope.
- Student Support
  - **Administrative Assistance:** Providing help with enrolment, scheduling, and all essential paperwork. They also manage and record student absences.
  - **IT Technical Support:** Assisting students with any tech-related issues they might encounter during their studies.
  - **Student Service Assistance:** Guiding students in accessing campus resources like the library and resolving any service-related concerns. Class Related Support: Helping students if they need to take leave from a class or facing other academic scheduling concerns.
  - **Financial Guidance:** Offering direction on tuition fees, securing student loans, maintenance support, and exploring potential scholarships. As a student, it is crucial to recognize that this support exists for your benefit. We encourage you to actively seek assistance whenever you face challenges, ensuring you get the most out of your time at UK Management College.

## Mutual Support

Mutual Respect Both the College and the Student commit to treating each other with respect, understanding, and professionalism. Any concerns or issues will be raised and addressed in a constructive manner.

## Revision and Amendments

This Learning Agreement is a living document. Both parties may suggest modifications, which can be incorporated with mutual consent.

## Classroom Etiquette and Environment:

- **Respect for Space & Resources:** Treat all classroom resources and facilities with care. If you're the last to leave, turn off lights to conserve energy.

- **Adherence to Classroom Protocols:** Ensure mobile phones and other electronic devices are on silent or switched off. Always adhere to posted signs and notices for everyone's safety and convenience. If any classroom equipment or resources are used, please return them to their designated place.
- **Professional & Respectful Behaviour:** Engage in discussions with respect and avoid disruptions. When class concludes, depart in an orderly fashion, being considerate of others and the classroom space.

### Professional Boundaries

All students at UKMC are strongly discouraged from entering into a personal relationship with any member of staff who have responsibility for them in assessing, supervising, tutoring, mentoring, teaching or to whom they are provided pastoral care or administrative and/or technical support.

### Termination

Failure to uphold the commitments detailed in this Learning Agreement may result in consequences, up to and including the removal of the Student from the College or course, or the provision of additional support where needed.