



# Oakswood College

Empowering Through Education



## Student Code of Conduct

*For all students enrolled at  
Oakswood*

PROMOTING EXCELLENCE • ENSURING COMPLIANCE  
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

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**Oakwood College**  
Empowering Through Education  
(Trading name of Oakwood Group Ltd)

## Student Code of Conduct

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## Table of Contents

1. Purpose and Scope .....	3
1.1 Application .....	3
2. Guiding Principles .....	3
2.1 Relationship with Other Policies .....	4
3. Expected Standards of Behaviour.....	4
3.1 Conduct Towards Others .....	4
3.2 Academic Integrity and Use of AI .....	4
3.3 Learning Engagement .....	5
3.4 Use of Facilities, Property and IT .....	5
3.5 Drugs, Alcohol and Criminal Activity.....	5
4. Misconduct: Prohibited Behaviours .....	6
4.1 Unacceptable Behaviours including Harassment and Sexual Misconduct.....	6
4.2 Academic & Non-Academic Misconduct .....	7
5. Relationship with Franchise Partners and Awarding Bodies .....	7
5.1 Student Responsibilities .....	7
5.2 Institutional Responsibilities.....	7
6. Reporting Concerns and Support .....	8
6.1 Reporting Mechanisms .....	8
6.2 Student Support .....	8
7. Disciplinary Processes and Sanctions .....	8
7.1 Procedural Principles.....	9
7.3 Possible Sanctions .....	9
7.4 Criminal Matters .....	9
9. Review and Student Involvement .....	10
9.1 Review Schedule .....	10
9.2 Student Engagement in Review.....	10

## 1. Purpose and Scope

This Student Code of Conduct sets out the standards of behaviour expected of all students enrolled on higher education programmes delivered at Oakwood College, including those under franchise/awarding body arrangements.

### 1.1 Application

This Code applies to conduct:

- To all Oakwood students
- During all in-person and online learning, assessment, placement and extra-curricular activities
- Off campus where a student's behaviour may impact the safety or wellbeing of others, the reputation of Oakwood and/or Awarding Bodies, or compliance with regulatory duties

This means that students' conduct matters whether they are on campus or not.

## 2. Guiding Principles

Oakwood College's expectations for student conduct are grounded in principles drawn from UK higher education regulation and quality frameworks:

Principle	Description
<b>Respect and dignity</b>	All members of the community are treated with dignity, courtesy and fairness; harassment, bullying and discrimination are not tolerated
<b>Safety and wellbeing</b>	The physical and psychological safety of students, staff and visitors is prioritised, including in cases of harassment and sexual misconduct
<b>Integrity and honesty</b>	Students act honestly in their academic work and dealings with the College, in line with good academic practice
<b>Inclusion and equity</b>	Behaviour reflects a commitment to equality, diversity and inclusion, in line with legal and regulatory duties
<b>Partnership and engagement</b>	Students are active partners in their learning and in shaping a positive learning environment, consistent with QAA emphasis on student engagement

<b>Fairness and proportionality</b>	Disciplinary processes are transparent, timely and proportionate, reflecting OIA good practice in handling non-academic disciplinary matters
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**2.1 Relationship with Other Policies**

This Student Code of Conduct sits alongside, and does not replace:

- The Academic Regulations and policies of any relevant Awarding Body
- Student conduct and disciplinary procedures of each franchise partner or awarding organisation
- Oakwood College's own policies including Academic Misconduct, Non-Academic Misconduct, Sexual Misconduct, Harassment & Unacceptable Behaviours, Prevent & Safeguarding, Complaints, Equality, Diversity and Inclusion, Health and Safety, and Social Media & IT Acceptable Use.

**3. Expected Standards of Behaviour**

**3.1 Conduct Towards Others**

Students must:

- Treat all students, staff, visitors and neighbours with respect, regardless of race, ethnicity, religion or belief, sex, gender identity, sexual orientation, disability, age or any other protected characteristic. Harassment of any kind, sexual misconduct, bullying, hate incidents and victimisation are prohibited
- Communicate professionally and courteously in person, in writing, by phone and online (including email, virtual learning environments and social media). Our expected standards of behaviour are the same regardless of where you are and how you are communicating.
- Respect personal boundaries and refrain from unwanted behaviour of a sexual nature or behaviour that creates a hostile, intimidating, degrading, humiliating or offensive environment
- Avoid violence, threats, intimidation, coercion or incitement of others to engage in such behaviour

**3.2 Academic Integrity and Use of AI**

Students must:

- Complete assessments honestly and in accordance with partner-institution Academic Regulations and Oakwood College's Academic Misconduct Policy (e.g. no plagiarism, contract cheating, unauthorised collaboration, impersonation or data fabrication)
- Follow approved guidance on the use of generative AI and other digital tools; using such tools in ways that breach assessment rules may constitute academic misconduct
- Respect the intellectual property of others and comply with copyright and licensing requirements

### **3.3 Learning Engagement**

Students are expected to:

- Attend timetabled sessions punctually, engage actively in learning and comply with any attendance requirements set by the awarding body or franchise partner
- Come prepared for classes, meet assessment deadlines, and participate constructively in group work and placements
- Follow reasonable instructions from staff in teaching sessions, assessments and College activities

### **3.4 Use of Facilities, Property and IT**

Students must:

- Treat buildings, equipment, learning resources and digital platforms with care; theft, damage or unauthorised use of property is prohibited
- Follow Health and Safety instructions, including fire and emergency procedures, and refrain from behaviour that endangers themselves or others
- Use IT, networks and online platforms responsibly, in line with Oakwood and partner IT Acceptable Use Policies; this includes not accessing or sharing illegal, abusive or discriminatory content

### **3.5 Drugs, Alcohol and Criminal Activity**

Students must:

- Comply with the law regarding possession, use or supply of controlled substances and alcohol; unlawful possession or supply is normally treated as serious misconduct
- Not bring weapons, explosives or other dangerous items onto College or partner premises

- Refrain from criminal activity or unlawful acts while on College business or premises, or where such behaviour may reasonably affect the College or its partners

#### **4. Misconduct: Prohibited Behaviours**

The College defines student misconduct as follows:

- Improper or inappropriate interference with:
  - the proper functioning and/or activities of the College, or
  - those who work at the College, or
  - those who study at the College, or
  - action which otherwise damages the College or any members of its community.

This definition includes both academic and non-academic misconduct.

Prohibited behaviours are behaviours that would breach this Code of Conduct and thus constitute misconduct, as they are likely to cause harm, damage, distress and/or danger to others, including to students themselves. A full list of prohibited behaviours can be found in the Non-Academic Misconduct Policy, and the Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours also provides examples of behaviours that will not be tolerated by the College.

The list below sets out a summary of prohibited behaviours that would constitute breaches of this Code of Conduct and result in referral into either the Non-Academic Misconduct Policy and Procedures, or the Academic Misconduct Procedures under the College Academic Integrity Policy.

The following examples of prohibitive behaviour, whilst not exhaustive, are examples of behaviour likely to breach this Code and may result in referral into the procedures under the College's Non-Academic Misconduct Policy, or other College or Awarding Body policies as appropriate to the circumstances of the matter:

##### **4.1 Unacceptable Behaviours including Harassment and Sexual Misconduct**

- Harassment, discrimination, bullying or hate incidents whether in person, via written communications or online, including on the basis of protected characteristics
- Restricting lawful freedom of speech and/or academic freedom, or other breaches of the College's Code of Practice on Freedom of Speech
- Hate speech, whether verbal, written or online
- Sexual misconduct i.e. unacceptable behaviour of a sexual nature that breaches the relationship of trust between Oakwood College and the individual student,

including (for example) non-consensual sexual contact or communication, coercion, or sharing of intimate images without consent

- Disruptive behaviour
- Threatening, discriminatory, abusive, or violent behaviour/language
- Misuse of College facilities, equipment or resources, including unauthorised access
- Inappropriate use of College IT systems, including accessing and/or sharing inappropriate or illegal content
- Damage to or theft of property belonging to the College or present at the campus
- Accessing the College campus and/or restricted areas without authorisation
- Substance/alcohol misuse
- Dishonesty, misrepresentation or deception, including making false claims to the College, or assisting/encouraging another student to breach any College policies/rules or engage in other unacceptable conduct
- Breaching confidentiality or privacy, including taking images or recordings of individuals without their permission
- Criminal or unlawful activity
- Failure to comply with Oakwood College Policies and/or reasonable staff instructions

#### **4.2 Academic & Non-Academic Misconduct**

- Please see policies and procedures on Academic Integrity (Misconduct) & on Non-Academic Misconduct.

### **5. Relationship with Franchise Partners and Awarding Bodies**

#### **5.1 Student Responsibilities**

Students are required to comply with:

1. This Oakwood Student Code of Conduct
2. The student disciplinary/conduct policies and procedures of their awarding body or franchise partner
3. Any programme-specific or placement-specific conduct requirements

#### **5.2 Institutional Responsibilities**

Partnership agreements and franchise guidance emphasise the need for clear allocation of responsibilities. Oakwood will make it clear in student-facing information which institution leads on which aspects of student conduct and discipline.

Responsibility	Oakwood College	Franchise Partner
Day-to-day conduct monitoring	Primary	Informational
Investigation of misconduct	Primary	-
Disciplinary hearings	Shared	-
Academic misconduct	Shared	Lead
Sanctions and appeals	Shared	Final authority

## 6. Reporting Concerns and Support

Students and staff should know how to report concerns about misconduct, including harassment and sexual misconduct, in line with OfS expectations and OIA good practice.

Students can report concerns to:

- Personal Tutors
- Student Support Staff
- A member of the Senior Management Team

### 6.1 Reporting Mechanisms

Oakwood will:

- Provide accessible information on reporting routes (e.g. local reporting forms, Safeguarding/Prevent contacts, partner procedures, and external support services)
- Ensure reports are taken seriously, handled sensitively and, where appropriate, referred to the relevant partner institution under agreed procedures
- Maintain confidentiality where possible, whilst recognising that some disclosures may require sharing with relevant authorities

### 6.2 Student Support

Support will be offered to those affected, including:

- Wellbeing and counselling services
- Academic support and reasonable adjustments
- External specialist services (e.g. sexual assault referral centres, mental health crisis support)
- Student advocacy and representation services

## 7. Disciplinary Processes and Sanctions

Alleged breaches of this Code will normally be considered under Oakwood College's Non-Academic Misconduct Policy & Procedures, Academic Integrity Policy (for alleged academic misconduct), and/or the relevant partner's applicable procedures, following the principles of the OIA Good Practice Framework.

### 7.1 Procedural Principles

Procedures will be:

- Transparent and accessible, with clear stages, timescales, and potential outcomes
- Fair and proportionate, with decisions based on evidence
- Participatory, allowing students to respond and be accompanied to hearings
- Reasoned, providing clear explanations for outcomes

### 7.3 Possible Sanctions

Sanctions for possible breaches of this Code of Conduct may include (in line with sector examples):

- Informal resolution and restorative approaches where appropriate
- Written apology
- Behavioural caution or written warning
- Behaviour contracts or conditions on continued study
- Suspension from specific activities or from study for a defined period
- Termination of enrolment/expulsion in cases of serious or repeated misconduct, subject to partner regulations and any right of appeal

### 7.4 Criminal Matters

Where behaviour may constitute a criminal offence, Oakwood will consider whether the matter must be reported to the police and/or other authorities, whilst following OIA guidance on parallel disciplinary and criminal processes and ensuring students are informed about how information will be shared.

### Alignment with Regulatory and Quality Framework

This Code has been developed with reference to expectations and guidance from key bodies in the UK higher education sector:

Body	Key Alignment
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Office for Students (OfS)	Clear expectations including harassment and sexual misconduct; clarity of responsibilities and oversight in subcontracting arrangements
Quality Assurance Agency (QAA)	Student engagement in creating safe environment; managing HE provisions with others; maintaining academic standards and student experience
Office of the Independent Adjudicator (OIA)	Good Practice Framework for disciplinary procedures; fairness where more than one provider involved; clear behaviour policies and examples

## 9. Review and Student Involvement

In line with the QAA Quality Code's emphasis on student engagement, Oakwood will involve students, including those studying under franchise arrangements, in periodic review of this Code and related procedures (e.g. through student–staff committees or focus groups).

### 9.1 Review Schedule

- This Code will normally be reviewed at least every three years
- Earlier review may be triggered by changes in OfS regulation, QAA guidance, OIA casework themes, partnership agreements or relevant legislation
- Minor amendments may be made between reviews with appropriate approval

### 9.2 Student Engagement in Review

Student input will be sought through:

- Student representation on relevant committees
- Student surveys and focus groups
- Analysis of complaints and disciplinary case themes
- Feedback from Student representatives