

Student Code of Conduct Policy

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Department / Function: Academic Quality & Standards

Policy Owner: Dean, Dr Manoj Ponugubati

Oversight Committee: Academic Board

Approving Body: Academic Board (recommended) / Board of Governors (Final Approval)

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Regulatory Alignment with Office for Students (OfS) Conditions

The Student Code of Conduct Policy forms part of the London Academy for Applied Technology's (LAAT) student governance, safeguarding, and institutional conduct framework. It establishes clear behavioural expectations for students to ensure that all members of the LAAT community can study, work, and interact in a safe, respectful, and inclusive environment.

The policy aligns with **OfS Condition C1 (Consumer Protection)** by ensuring that students are provided with clear information about acceptable behaviour, institutional expectations, and disciplinary consequences where these standards are breached. This transparency supports fairness and accountability in the management of student behaviour and complaints.

The policy also supports **OfS Condition E1 (Public Interest Governance)** and **E2 (Management and Governance)** by establishing defined procedures for addressing misconduct, ensuring consistent application of disciplinary regulations, and maintaining institutional oversight of student behaviour and welfare.

In addition, the policy contributes to LAAT's safeguarding responsibilities and supports compliance with **OfS Condition E6 (Harassment and Sexual Misconduct)** by explicitly prohibiting violence, abuse, harassment, and discrimination within the institutional community. Through this policy, LAAT demonstrates its commitment to maintaining a safe, respectful, and inclusive learning environment for all students and staff.

Terms of Reference

1. Purpose

This policy establishes the standards of behaviour expected of students at the London Academy for Applied Technology (LAAT). It ensures that students conduct themselves in a manner that respects others, protects the safety and wellbeing of the community, and supports a positive learning environment.

The Code provides guidance on acceptable and unacceptable behaviour and outlines how breaches of the Code may be addressed through institutional disciplinary procedures.

2. Scope

This policy applies to:

- All students enrolled at LAAT
- Behaviour occurring on campus or within LAAT facilities
- Behaviour during LAAT organised events or activities
- Online behaviour involving institutional platforms or members of the LAAT community

The Code applies whether behaviour occurs **on campus, online, or in circumstances where the conduct may affect the reputation or functioning of LAAT.**

3. Legislative and Regulatory Framework

This policy has been developed in accordance with:

- OfS Regulatory Framework and Conditions of Registration
- Equality Act 2010
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Health and Safety at Work Act 1974
- UK safeguarding and student welfare legislation

LAAT is committed to promoting equality, safety, and respect in accordance with national legislation and sector best practice.

4. Principles

LAAT expects students to adhere to the following principles:

- **Respect and courtesy**
Students must treat staff, fellow students, and visitors with respect and consideration.
- **Equality and inclusion**
Students must respect diversity and avoid discriminatory or abusive behaviour.
- **Safety and wellbeing**
Students must behave in a way that does not endanger themselves or others.

- **Integrity and responsibility**

Students must comply with institutional policies, regulations, and lawful instructions from staff.

5. Behaviour Towards Others

Students are expected to:

- Treat all members of the LAAT community with courtesy and respect.
- Respect the right of others to study and work without fear, intimidation, or harassment.
- Avoid discriminatory behaviour related to protected characteristics including race, gender, disability, religion, or sexual orientation.
- Refrain from abusive, threatening, or violent behaviour whether in person or online.

LAAT does not tolerate harassment, violence, abuse, or intimidation of any kind.

6. Safety and Security

Students must:

- Follow all health and safety guidance issued by LAAT.
- Comply with reasonable instructions from staff in relation to safety and security.
- Avoid behaviour that may place themselves or others at risk.
- Cooperate with emergency procedures where necessary.

7. Care of Property

Students are expected to:

- Respect LAAT property and equipment.
- Avoid damaging or misusing institutional facilities.
- Respect the property of other students and staff.

Students should also take reasonable care of their own belongings.

8. Drugs, Alcohol and Smoking

Students must not:

- Possess or distribute illegal drugs on campus.
- Engage in disruptive behaviour as a result of alcohol or drug use.

Smoking or vaping is prohibited within LAAT buildings and only permitted in designated areas.

9. Compliance with Policies

Students must comply with all institutional policies and procedures including:

- Academic Regulations
- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- IT and Digital Use Policy
- Freedom of Speech Policy

Students are expected to familiarise themselves with these policies and follow them appropriately.

10. Misconduct and Disciplinary Action

Student misconduct may include, but is not limited to:

- Harassment, abuse, or threatening behaviour
- Disruption of teaching, research, or institutional activities
- Damage to property
- Misuse of institutional systems or records
- Fraud, impersonation, or falsification of documents
- Conduct that brings LAAT into disrepute

Where misconduct occurs, action may be taken under LAAT's Student Disciplinary Procedures.

11. Precautionary Measures

Where serious allegations are under investigation, precautionary measures may be applied including:

- Restrictions on contact with certain individuals
- Temporary suspension from activities
- Restricted access to facilities

These measures are preventative and do not indicate guilt.

12. Criminal Offences

Students must inform LAAT if they are convicted of a criminal offence during their studies.

LAAT may consider whether such convictions affect the student's ability to continue their studies or participate safely within the institutional community.

13. Monitoring and Review

The implementation of this policy will be monitored through:

- Student conduct reports
- Disciplinary case reviews
- Institutional governance reporting

Oversight will be provided through Academic Board and senior management structures.

14. Responsible People / Roles include

- **Dean (Policy Owner): Dr Manoj Ponugbati**
Provides strategic oversight and ensures the implementation of the Student Code of Conduct.
- **Student Experience Lead: Dr Ruchi Singla**
Manages student conduct processes and coordinates investigations of behavioural concerns.
- **Programme Leader: Mr Amarjeet Singh**
Promote expected standards of behaviour and report student misconduct where necessary.
- **Student Wellbeing Officer: To be appointed**
Provides support to students involved in conduct or disciplinary matters.
- **Students / Student Representatives**
Expected to follow the Code of Conduct and contribute to maintaining a respectful learning environment

List of People and Contacts

Role	Name	Contact email
Dean	Dr Manoj Ponugubati	manoj@laat.ac.uk
Student Experience Lead	Dr Ruchi Singla	ruchi.singla6@laat.ac.uk
Programme Lead	Mr Amarjeet Singh	Amarjeet.singh@laat.ac.uk
Student Wellbeing Officer	To be appointed	To be appointed

15. List of Documents

- Student conduct investigation form
- Student disciplinary hearing record form
- Student behaviour warning form
- Student Disciplinary Procedure
- Student Complaints Policy
- Equality, Diversity and Inclusion Policy
- Safeguarding and Prevent Policy
- Health and Safety Policy
- Harassment and Sexual Misconduct Policy

16. Evidence

- Student conduct investigation form
- Student disciplinary hearing record form
- Student behaviour warning form
- Student Disciplinary Procedure
- Student Complaints Policy

Equality, Diversity and Inclusion Policy

Safeguarding and Prevent Policy

Health and Safety Policy

- Harassment and Sexual Misconduct Policy

Mapping Table for evidence items related to OfS conditions

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Student Conduct Investigation Form	Records details of alleged misconduct, evidence collected, and investigation outcomes, ensuring fair and consistent disciplinary procedures.	E2 (Management and Governance), C1 (Consumer Protection Law)
Student Disciplinary Hearing Record Form	Documents disciplinary hearings, decisions, and sanctions applied, ensuring transparency and institutional accountability.	E2 (Management and Governance), E3 (Accountability)
Student Behaviour Warning Form	Provides formal documentation of warnings issued for minor misconduct and supports behavioural monitoring.	C1 (Consumer Protection Law), E2 (Management and Governance)
Student Disciplinary Procedure	Establishes formal procedures for investigating and addressing student misconduct and disciplinary matters.	C1 (Consumer Protection Law), E2 (Management and Governance)
Student Complaints Policy	Provides mechanisms for students to raise concerns regarding misconduct, institutional processes, or unfair treatment.	C1 (Consumer Protection Law), E2 (Management and Governance)
Equality, Diversity and Inclusion Policy	Promotes inclusive behaviour and ensures protection against discrimination within the student community.	E1 (Public Interest Governance), B2 (Quality of Academic Experience)
Safeguarding and Prevent Policy	Ensures protection of students from harm, radicalisation risks,	E2 (Management and Governance), E6

	and unsafe behaviour within the institution.	(Harassment and Sexual Misconduct)
Health and Safety Policy	Ensures safe conduct and compliance with institutional safety regulations within the campus environment.	E2 (Management and Governance)
Harassment and Sexual Misconduct Policy	Establishes clear procedures for preventing and addressing harassment, bullying,	E6 (Harassment and Sexual Misconduct), C1 (Consumer Protection Law), E2 (Management and Governance)