

GLOBTER INTERNATIONAL COLLEGE

CODE OF CONDUCT

Policy and Guidance for Students, Staff, Management, and Visitors

Document Title	Code of Conduct
Institution	Globter International College
Approved By	College Management / Academic Board
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Document Owner	Quality Assurance and Student Services Office

This Code sets out the standards of behaviour, professionalism, integrity, respect, and responsibility expected across the College community.

1. Purpose

This Code of Conduct establishes the behavioural standards expected of all members of the Globter International College community. It promotes a safe, respectful, inclusive, and academically focused environment in which students and staff can learn, teach, work, and develop effectively.

The Code supports the College mission, protects the rights and dignity of all members of the institution, and provides a clear framework for professional and personal conduct within academic, administrative, and social settings linked to the College.

2. Scope

This Code applies to all students, academic staff, administrative staff, management, contractors, placement supervisors acting on behalf of the College, and visitors while on College premises or while participating in College-related activities, including online learning and digital communication platforms.

The Code applies during lectures, assessments, practical sessions, internships, meetings, events, official communications, student representation activities, and any conduct that may reasonably affect the reputation, safety, or functioning of the College.

3. Core Principles

- **Integrity:** Members of the College community shall act honestly, responsibly, and ethically in all academic and administrative matters.
- **Respect:** All individuals shall be treated with dignity, courtesy, fairness, and consideration regardless of role, gender, age, nationality, disability, religion, or background.
- **Accountability:** Each person is responsible for their actions, decisions, and use of College resources.
- **Professionalism:** Conduct should reflect reliability, appropriate behaviour, punctuality, preparedness, and respect for institutional standards.
- **Inclusivity and Equality:** The College promotes equality of opportunity and does not tolerate discrimination, harassment, victimisation, or exclusion.
- **Safety and Wellbeing:** A secure and supportive environment shall be maintained for study, work, and student support services.

4. Standards of Conduct for Students

- Attend classes, practical activities, tutorials, and assessments regularly and punctually, and engage in learning with honesty and effort.
- Respect lecturers, administrative staff, fellow students, and all visitors to the College.
- Comply with regulations relating to admission, registration, assessment, progression, internships, appeals, plagiarism, and use of College facilities.
- Use the Learning Management System, e-mail, library, classrooms, laboratories, and other facilities responsibly and only for legitimate academic or administrative purposes.
- Refrain from cheating, plagiarism, collusion, falsification of documents, impersonation, disruptive behaviour, intimidation, bullying, harassment, or misuse of social media connected to the College.
- Protect College property and report damage, safety concerns, or misconduct promptly through appropriate channels.

5. Standards of Conduct for Staff

- Carry out duties with competence, fairness, confidentiality, professionalism, and respect for students and colleagues.

- Apply academic and administrative policies consistently, including those for admissions, assessment, progression, complaints, appeals, internships, and student support.
- Avoid conflicts of interest and declare any actual or perceived conflict that could affect impartiality or institutional trust.
- Use student data and institutional information responsibly and in accordance with data protection and confidentiality requirements.
- Maintain appropriate professional boundaries and avoid any behaviour that could compromise welfare, equality, or the reputation of the College.
- Promote a supportive learning environment and respond appropriately to safeguarding, welfare, or conduct concerns.

6. Expected Behaviour in the Learning Environment

- All teaching, assessment, and student support processes shall be conducted in a manner that is fair, transparent, and respectful.
- During classes, meetings, or online sessions, participants shall communicate appropriately, avoid offensive language, and allow others to contribute without intimidation or disruption.
- Mobile devices, recording tools, and digital platforms should be used only in line with lecturer guidance, privacy expectations, and College rules.
- Academic disagreement is permitted where expressed respectfully and constructively. Personal abuse, threats, discrimination, or humiliating behaviour are not acceptable.

7. Use of College Resources and Facilities

- College buildings, classrooms, laboratories, ICT equipment, library resources, and online systems must be used responsibly, safely, and only for legitimate educational or administrative purposes.
- Unauthorised access to systems, damage to property, theft, vandalism, or misuse of passwords, records, or equipment constitutes misconduct.
- Users shall comply with health and safety requirements, fire procedures, and directions given by authorised staff.

8. Equality, Dignity, and Respect

- Globter International College is committed to safeguarding equity, inclusion, and diversity across the student body and staff community.
- The College will not tolerate discrimination, harassment, sexual harassment, hate speech, victimisation, coercion, bullying, or retaliation.
- Concerns relating to dignity and respect should be reported promptly so that supportive and proportionate action can be taken.

9. Breaches of the Code

A breach of this Code occurs where behaviour falls below the standards expected by the College or undermines the safety, integrity, fairness, dignity, or effective operation of the institution. Breaches may be minor, serious, or repeated and may be addressed through academic, administrative, disciplinary, safeguarding, or employment procedures, depending on the nature of the case.

Examples of minor or moderate breaches	Examples of serious breaches
Persistent lateness, disruptive behaviour, misuse of facilities, inappropriate language, failure to follow staff instructions, unauthorised recording, minor	Plagiarism, cheating, harassment, bullying, threats, discrimination, falsification of records, theft, vandalism, serious breach of confidentiality, physical

Examples of minor or moderate breaches	Examples of serious breaches
misuse of IT systems.	aggression, repeated misconduct.

10. Reporting and Response Procedure

1. Any student, staff member, or stakeholder may report alleged misconduct to the relevant lecturer, line manager, student services officer, programme leader, or College management, depending on the circumstances.
2. Reports should be made as soon as reasonably possible and should include a clear description of the incident, date, location, persons involved, and any supporting evidence available.
3. The College shall review the matter promptly and fairly, maintaining confidentiality as far as possible and ensuring that any person accused of misconduct has an opportunity to respond.
4. Where immediate risk exists, interim protective measures may be taken, including restricted access, temporary suspension from activities, safeguarding referral, or referral to senior management.
5. Outcomes shall be proportionate to the seriousness of the matter and may include advice, a verbal warning, written warning, academic penalty under assessment regulations, restitution for damage, mandatory training, behavioural agreement, suspension, or dismissal/expulsion in serious cases.
6. Where a matter falls under another formal policy, such as plagiarism, appeal, complaints, safeguarding, or staff disciplinary procedures, it may be referred and managed under that policy.

11. Rights of Individuals During Conduct Procedures

- To be treated fairly, respectfully, and without prejudice.
- To be informed of the nature of the concern or allegation.
- To be given an opportunity to explain, respond, and provide evidence.
- To expect confidentiality and proper handling of personal data.
- To be informed of the decision and any relevant follow-up action.
- To use the College appeal or complaint process where applicable.

12. Responsibility for Implementation

Implementation of this Code is a shared responsibility across the institution. The following table summarises the main roles.

Role	Responsibility
College Management	Approve the Code, promote ethical conduct, ensure fair implementation, and oversee serious or escalated matters.
Academic and Administrative Staff	Model appropriate behaviour, communicate expectations, address concerns promptly, and refer serious cases through formal procedures.
Student Services / Quality Assurance	Support awareness, maintain records as appropriate, coordinate guidance, and monitor effectiveness of implementation.
Students	Read and follow the Code, behave respectfully, protect College property, and report concerns in good faith.
Ethics / Disciplinary Panels, where convened	Review referred cases objectively and make recommendations or decisions in line with College policy.

13. Communication and Awareness

The Code of Conduct shall be made available to students and staff through induction, handbook materials, the institutional website or student portal, relevant policies, and routine academic and administrative communication. The College may provide training, briefings, or reminders to support understanding and consistent application of the Code.

14. Monitoring and Review

The College shall review the effectiveness and relevance of this Code periodically, taking account of complaints, disciplinary trends, student feedback, staff feedback, policy updates, and quality assurance findings. Amendments may be approved where necessary to strengthen clarity, fairness, and alignment with institutional requirements.

15. Conclusion

This Code of Conduct reflects the standards required to maintain a professional, inclusive, and student-centred academic environment at Globter International College. All members of the College community are expected to uphold these standards and contribute positively to the reputation, safety, and academic quality of the institution.

Appendix A: Acknowledgement of the Code of Conduct

This acknowledgement form may be used during induction or enrolment to confirm that the student or staff member has received and understood the Code of Conduct.

Full Name	
Student / Staff ID	
Programme / Department	
Date	
Signature	
Comments	