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070. Student Code of Conduct

Student Code of Conduct

Policy owner:	Academic Director (CEO)
Version No.:	2.0
Review cycle:	Annually
Approval route:	Academic Board
Publication route:	External (IFG Website)
Latest publication date:	13.02.2026

1. Scope and Aims

The International Foundation Group (IFG) Student Code of Conduct is in place to support the following goals:

- Provide and promote a suitable educational environment to ensure comprehensive education and student wellbeing
- Encourage and promote our expectations around positive behaviours and make clear what IFG considers to be unacceptable conduct, including unacceptable academic conduct
- Promote, foster, nurture and embed the desired positive, inclusive and professional behaviours that champion equity and diversity and uphold lawful free speech and academic freedom within which all can flourish, thrive and feel safe; and
- Ensure that through their behaviour students create a positive, inclusive, friendly and professional environment and treatment for each student and member of staff of IFG

All students of IFG are expected to follow this Student Code of Conduct. Once students join IFG they are expected to share the responsibility for creating an environment in which everyone can learn and thrive. A breach of this Student Code of Conduct may result in a referral into IFG's Non-Academic Misconduct Procedures or Academic Misconduct Procedures.

This Code applies to all IFG students in relation to:

- i. the activities they engage in as IFG students;
- ii. IFG facilities and services accessed by IFG students
- iii. their presence in, or access to, premises owned, leased or managed by IFG; and

iv. any other activities, services or scenarios not covered under a, b or c above, but which might harm the safety, interests or reputation of IFG and its community, or which might impact on the student's suitability to remain a registered student with IFG. This includes:

- activities, services or scenarios not on campus or within learning hours, and
- online activities and scenarios.

This Student Code of Conduct also applies to applicants to a course of study with IFG who have begun the application process with us. Please see the Admissions and Recruitment Policy and Processes for relevant further information.

2. Code of Conduct

Regulation 1: Attendance

- Students must attend at least 85% of their enrolled scheduled course contact hours in accordance with IFG's [Student Support, Engagement and Attendance policy](#).
- Students must report absence or anticipated absence as soon as possible in line with IFG's procedures as are set out in the [Student Support, Engagement and Attendance policy](#).

Regulation 2: Academic Integrity

- Students must adhere to academic rules and regulations in accordance with IFG's [Academic Misconduct Policy and Procedure](#).

Regulation 3: General Behaviour Expectations

- Students should behave in a kind, respectful, courteous and considerate way towards their fellow students and members of staff.
- Students must respect others' race, ethnicity and religion; social background; gender; sexual orientation; disability; age and role within IFG, including respecting other students as equals.
- Students must avoid disruptive, discriminatory and bullying behaviour, use of offensive language, and harassment of any kind. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats and giving people unwanted attention.
- Students have the right to freedom of speech and expression. However, students must not engage in hate speech, which falls outside of freedom of speech. Students must not solicit any thought or philosophy or campaign to enhance hatred, or increase any sense of discrimination in accordance with the [Equality, Diversity and Inclusion Policy](#).
- Students must never start, or join in, any physical violence or aggressive behaviour either on campus or off-site.
- Students must never start, or join in, anti-social behaviour either on campus or off-site. This includes anti-social behaviour as a result of intoxication through alcohol or drugs. Being under the influence of any substance does not remove your responsibility for your behaviour, and is not an excuse for unacceptable behaviour.

Regulation 4: The Student/IFG relationship of confidence and trust

- Students are expected to contribute to and maintain the relationship of confidence and trust that IFG extends to them by continuously behaving with kindness, respect, honesty, and with a friendly and responsible attitude towards their fellow students, IFG staff and their academic studies.
- Students must be honest at all times both in terms of personal behaviour and in terms of academic conduct and must not engage in fraudulent behaviour of any kind.
- Students must not be involved in any form of behaviour that amounts to bribery or attempts to bribe.
- Students must familiarise themselves with the key IFG policies that relate to them and the IFG expectations which those policies articulate, and must act in accordance with those policies.

Regulation 5: Responsible Use of Facilities

- Students must use the IFG facilities and materials made available to them responsibly.
- Students must not remove without permission any materials, or deliberately cause loss and damage to IFG buildings and furnishings.
- Students must acquire prior permission to use any IFG property or office equipment and must not use it without such permission.

Regulation 6: Health & Safety

- Students must follow the health and safety rules and procedures during their stay on campus, and familiarise themselves with [Health and Safety Policy](#).
- Students must take care to act safely and not put themselves or others at risk. If there are special safety requirements related to their studies they must comply with them.

Regulation 7: Lawful behaviour

- Students must NOT act unlawfully or against the interests of the College.

3. Breaches of this Student Code of Conduct

Where an IFG student or applicant fails to adhere to this Student Code of Conduct, this will be considered to be a breach of this Code of Conduct.

- For registered IFG students, this may result in referral into the IFG Non-Academic Misconduct Procedures. This includes where a student has registered but not enrolled.
- For applicants, this may result in a withdrawal of an existing offer of a place to study, and/or termination of the application process. Please see the IFG Admissions and Recruitment Policy and Processes for further information.

4. How to ensure you meet the Student Code of Conduct

Below we have set out some advice and guidance on things you can do to ensure you meet the Student Code of Conduct:

- a) Continuously approach your studies with a view to creating and maintaining the relationship of confidence and trust between you and the IFG community.
- b) Be a kind, understanding and respectful individual whether physically on-site at IFG or outside of the College environment. Remember that as an IFG student you are a College ambassador.
- c) Be a polite, courteous, and responsible citizen, look out for other members of the IFG community and beyond – be an active bystander. Comply with instructions as required (including with government instructions in the event of a pandemic or other national crisis).
- c) Show consideration and respect at all times towards others, irrespective of their role, position, background and/or culture.
- d) Create and maintain an inclusive and supportive learning environment and pastoral environment for all. Reflect and be aware of how your thoughts, words and actions may be influenced by unconscious biases and established systems and structures, and the effect this has on others.
- e) Create and maintain an environment in which unacceptable behaviour, misconduct and harassment is not tolerated, and where you protect individuals who experience it by safely calling it out, reporting it and/or supporting those individuals. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats and giving people unwanted attention;
- e) Recognise the value of approaching your studies and education with curiosity and an open mind.
- f) Show empathy with others. Accept that others may not necessarily share your point of view, and be respectful of differences of opinion. Recognise that people do not all start from the same starting points, and that individuals may face very different challenges and obstacles.
- g) Take the time to get to know your peers, be supportive of them and those who work with you at all levels and seek to understand their point of view. Work with generosity of spirit, and be cognisant of the importance of working responsibly both as an individual, and in collaboration as a member of a team.
- h) Be aware of the need for reflection and independent study in taking responsibility for your own learning and development, and in order to see genuine progress. Remember that dealing with new ideas can be confusing, and sometimes overwhelming, and recognise that this is a natural part of progressing and learning.
- i) Respect the property of IFG, its community and other people, and act safely to ensure that you do not place yourself or any others at risk;

- j) Comply with any IFG staff instructions and requirements, and ask another member of staff if there is anything that you don't understand or are not sure about.
- k) Understand and familiarise yourself with IFG's definitions of unacceptable behaviours that are set out in the [**IFG Policy on Sexual Misconduct, Harassment and Unacceptable Behaviours**](#). It is just as important for staff and students alike to understand and be familiar with these definitions.
- l) Ensure you comply with [**IFG's Freedom of Speech Policy**](#) by ensuring that lawful free speech and academic freedom is protected, even where you may not agree or may be offended by it.

5. Roles and Responsibilities in relation to the Student Code of Conduct

Students	<p>Responsible for:</p> <ul style="list-style-type: none"> ● familiarising themselves with the Student Code of Conduct ● adhering to its regulations, and ● seeking clarification when needed
Teachers	<p>Responsible for:</p> <ul style="list-style-type: none"> ● promoting the Student Code of Conduct ● clearly communicating expectations, and ● enforcing the policy within their courses
Academic Director Director of Studies	<p>Responsible for:</p> <ul style="list-style-type: none"> ● promoting the Student Code of Conduct ● clearly communicating expectations ● enforcing the policy; they must investigate all reported violations, and ● ensuring the policies are reviewed regularly (at least every two years or whenever necessary).