

Student Code of Conduct for Bellevue Education International Ltd

The policy applies to adults learners and trainers

BELLEVUE APPRENTICESHIPS

Date of last review: July 2025

Date for next review: July 2026

At Bellevue Education International Ltd, we are dedicated to providing a positive and productive learning environment for all our students. This Student Code of Conduct outlines the standards of behaviour we expect from learners enrolled in our adult learning programs. By adhering to this code, students contribute to a respectful, inclusive, and supportive community.

1. Respectful Behaviour

A. Respect for Others

- **Equality and Inclusion:** Treat all fellow students, staff, and visitors with respect and without discrimination based on race, gender, age, disability, sexual orientation, religion, or any other protected characteristic.
- **Harassment and Bullying:** Harassment, bullying, or any form of intimidation will not be tolerated. Any such behaviour should be reported immediately to staff or program coordinators.

B. Respect for Learning Environment

- **Classroom Etiquette:** Arrive on time for classes, participate actively, and refrain from behaviour that disrupts the learning environment, such as using mobile phones, engaging in side conversations, or being disrespectful to instructors or classmates.
 - **Appropriate Communication:** Maintain professional and respectful language in all forms of communication, whether face-to-face, in written assignments, or in online discussions.
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2. Academic Integrity

A. Honesty in Academic Work

- **Plagiarism:** All submitted work must be your own. Plagiarism, including copying from other sources without proper citation, is a serious violation and will result in disciplinary action.
- **Cheating:** Cheating in exams or assessments, including using unauthorised materials or attempting to gain unfair advantage, is strictly prohibited.

B. Collaboration and Group Work

- **Teamwork:** In group projects, collaborate fairly and contribute equally. Ensure that the work you submit is in accordance with the guidelines provided by your instructor.
 - **Individual Assignments:** When completing individual assignments, do so independently, unless otherwise instructed by your tutor.
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3. Attendance and Participation

A. Commitment to Learning

- **Attendance:** Regular attendance is essential to your success. Notify your instructor in advance if you are unable to attend a class, and ensure that you make up for any missed work.
- **Engagement:** Actively engage in the learning process by asking questions, contributing to discussions, and completing assignments on time.

B. Responsibility for Learning

- **Time Management:** Manage your time effectively to balance your studies with other commitments. Plan ahead for deadlines and exams to avoid last-minute pressures.
 - **Seeking Support:** If you are struggling with course material, reach out to your instructors or the support services available. We are here to help, but it is your responsibility to seek support when needed.
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4. Use of Resources and Facilities

A. Appropriate Use of Technology

- **IT Systems:** Use Bellevue Education Internal Ltd's online platforms and IT systems responsibly. Do not engage in activities such as unauthorised access, sharing inappropriate content, or violating privacy policies.
- **Learning Resources:** Make full use of the learning materials provided, and ensure that you use them appropriately, whether physical resources (e.g., library books) or digital content (e.g., online learning portals).

B. Respect for Facilities

- **Care for the Environment:** Treat all Bellevue Education International Ltd's facilities, equipment, and resources with care. Keep classrooms, common areas, and study spaces clean and tidy.
 - **Health and Safety:** Follow any health and safety guidelines provided during your course. This includes maintaining appropriate behaviour during practical sessions, fieldwork, or any activities that involve physical equipment or machinery.
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5. Professional and Ethical Conduct

A. Responsibility as an Adult Learner

- **Personal Accountability:** Take responsibility for your own learning and behavior. Be honest in all communications with instructors, classmates, and administrative staff.
- **Conflict Resolution:** If any issues or conflicts arise during your time as a student, address them professionally by reporting them to the appropriate channels rather than engaging in inappropriate confrontations.

B. Professionalism

- **Dress Code:** Where applicable, follow the appropriate dress code for professional settings, especially during workshops, practical sessions, or when engaging with external organisations as part of your course.
 - **External Representation:** When participating in internships, placements, or community activities as part of your studies, represent Bellevue Education International Ltd professionally and adhere to the expectations of the external organisation.
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6. Consequences of Misconduct

Failure to comply with this Code of Conduct may result in disciplinary action, which may include:

- **Warnings:** For minor infractions, a formal warning may be issued, with the expectation that behaviour will improve.
 - **Loss of Privileges:** In cases of repeated or serious misconduct, students may lose access to certain privileges, such as use of facilities or participation in extracurricular activities.
 - **Suspension or Expulsion:** Severe or repeated violations, including academic dishonesty, harassment, or serious misconduct, may result in suspension or expulsion from Bellevue Education International Ltd.
 - **Referral to Authorities:** In cases of illegal activity or behaviour that poses a serious threat to others, Bellevue Education International Ltd may involve external authorities, including law enforcement.
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7. Reporting Misconduct

If you witness or experience any violations of this Code of Conduct, you are encouraged to report them to your instructor, program coordinator, or any member of the support staff. All reports will be handled confidentially and investigated promptly.

8. Review and Updates

This Student Code of Conduct will be reviewed annually to ensure it aligns with the values and policies of Bellevue Education International Ltd. Any updates or changes will be communicated to all students.

Contact Us

If you have any questions about this charter or need assistance, please contact us at:

- Email: swade@blvue.com
- Skyline House, 200 Union Street, London SE1 0LX
- 020 3817 8008

This Code of Conduct serves to maintain a positive, respectful, and ethical learning environment at Bellevue Education Internal Ltd, ensuring that all students can succeed in their academic and professional goals.