ITALIA CONTI

Student Code of Conduct

Excerpt from Course Handbook

This document is an excerpt from the relevant Italia Conti Course Handbook. It sets out the standards of behaviour expected of students as members of the Italia Conti community.

Students should read this excerpt if they want to understand expectations around respectful behaviour, attendance, communication, engagement, professional conduct, peer relationships, compliance with policies, and the possible consequences of misconduct.

The Student Code of Conduct may be relevant where a concern involves student behaviour, bullying, intimidation, harassment, discrimination, disruption, unsafe conduct, breach of professional expectations, or failure to follow Italia Conti's standards. This excerpt is provided as part of the linked policy and guidance framework supporting Italia Conti's Single Comprehensive Source of Information for OfS Condition E6: Harassment and Sexual Misconduct.

Version control and archive note

This is the reference document that was most up to date at the time of publication of Italia Conti's Single Comprehensive Source of Information for OfS Condition E6: Harassment and Sexual Misconduct.

This document will be reviewed and updated in line with its normal policy review cycle. Where a newer version is approved, the Single Comprehensive Source and linked policy folder will be updated accordingly.

Archived copies of previous versions of this policy and the 'Preventing and Addressing Harassment, Sexual Misconduct and Violence' guide are available here.

Published to website 16/06/2026

If you or someone else is in immediate danger, call 999

For support contact wellbeing@italiaconti.co.uk

ITALIA
CONTI

Student Code of Conduct

Attendance and Conduct Regulations

You must abide by the *Student Code of Conduct* and ensure a minimum of 90% attendance throughout your studies in order to progress through the course.

Failure to do so in either area will result in disciplinary proceedings and will have an impact on assessment outcomes which may result in repeating a year of study or termination of studies. (Please see the Italia Conti agreed divergence to UEL Academic Regulations).

You will be required to sign the *Student Code of Conduct* annually to indicate your understanding and commitment to attendance and conduct within the course.

1. **Attendance**

You must attend **all** classes and tutorials, except in the case of an authorised absence (e.g., **illness** or **urgent personal business**). If you take time off without permission (unauthorised absence), you will be subject to disciplinary action, which may result in the termination of studies.

You should only be absent from classes for genuine and unavoidable reasons. If you are aware of forthcoming planned day(s) of absence(s) you should seek approval in advance, using the **Urgent Personal Business** (UPB) process. Each application is assessed on a case-by-case basis.

You are deemed absent when you are unavailable to attend class and such time off was not scheduled/approved in advance.

You must ensure a **minimum of 90% attendance** throughout your course of study, in order to progress through each level of the course.

Should your attendance profile fall below the minimum 90% (whether absences are authorised or unauthorised) and/or recorded absences are not deemed to be genuine, unavoidable, or authorised, you may face disciplinary proceedings, and/or may be referred to the **Cause for Concern (Fit to Study)** process. Poor attendance may have an impact on assessment outcomes resulting in repeating a year of study or termination of studies.

You should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional, and unfair to other class members and tutors, and may result in disciplinary warnings.

Please refer to the full *Attendance Policy* at www.italiaconti.com/policies for further information.

Illness

In the case of illness, you must contact Italia Conti by phone at l**east 30 minutes before the first class of the day** on each day of absence. You may leave a voicemail

on the phone system; however, messages cannot be sent via other students or by email or social media.

Students wanting to leave the building during the working day due to illness must see a member of the Welfare team, their Head of Year, or the Duty Manager.

The contact details for the Course Administrators are as follows: 01483 322220

For periods of absence of longer than three consecutive days a medical certificate and/or relevant documentation must be submitted to the Attendance Officer on the first day of your return, this is for presentation to the Progression and Awards Board.

For periods of absence of longer than three consecutive days a medical certificate and/or relevant documentation must be submitted to the Attendance Officer on the first day of your return.

URGENT PERSONAL BUSINESS (UPBs)

The Attendance Officer, in conjunction with Course / Deputy Course Leader, Welfare or Head of Year may grant compassionate leave on the following grounds, provided you communicate the problem at the earliest possible point:

- serious illness or death of a close relative or friend;
- problems with the Home Office regarding immigration status;
- acute medical conditions requiring immediate attention.

This is **not** an exhaustive list. All other personal business must be negotiated using a UPB request form via ProPortal™, in most cases this should be actioned in advance of the intended absence. In extreme cases of short notice, however, you may contact the Attendance Officer with the details to be received at the very latest the morning of the absence which will then be considered retrospectively.

Should the issue be particularly sensitive/private, you may in the first instances speak with the Welfare team who will advise you as to the best course of action, however **all UPBs will be considered at the discretion of the Course Management Team**.

At Italia Conti we monitor who is in the building for health and safety purposes in case of fire or emergency evacuation. You are required to sign in and out using the electronic pass system every time you enter or leave the building.

Profile

You must be present for at least 90% of each term; an attendance profile of less than 90% may result in disciplinary action leading to the possible termination of studies.

Where your attendance profile falls below 90%, termination of studies may not be automatic but progression from one level to the next may be affected; you may be asked to undertake a retrieval assignment, to retake appropriate units/modules or, where appropriate, retake the entire year, subject to extenuation procedures where appropriate (please see our *Extenuation Policy and Procedures*).

2. Lateness

You must be in the allocated studio and ready to work (i.e. changed and in the space) before the class starts. The register will be taken at any time after this point, if you are not present by the end of registration you will be considered late and marked accordingly (lateness of more than 1/3 of the session may be converted to an absence).

Should you receive three 'lates' in a single term, you may be issued a warning in line with Italia Conti's *Attendance Policy* and the *Disciplinary Procedure* for unprofessional conduct, after which, any additional lateness will incur further warnings as per the above policy and may result in suspension pending a disciplinary hearing. Lateness will affect your attendance profile (for assessment and progression purposes) and may impact your casting.

There are circumstances in which the door will be 'held' and 'lates' do not apply for that day. For example, if a significant percentage of the student or staff body is affected by delays.

All 'lates' and 'held doors' are determined only by the office and any final decision is at the discretion of the Course Management Team.

3. Dress Code

You should attend classes appropriately dressed. If any of your clothes, footwear or accessories are deemed inappropriate or hazardous by the class tutor, you will be asked either to remove items, or if this is not practical, to leave the class. This will be treated as absence, and you could be subject to Italia Conti's *Disciplinary Procedure* for unprofessional conduct.

You will have been advised on what uniform is required/ permitted for each of your classes as part of your induction pack. You are expected to be prepared for class and bring with you any equipment which you have been told is necessary. If inadequately equipped, you may be asked to leave the class, be marked as absent and may face the *Disciplinary Procedure*.

You will need to ensure you have sufficient uniform to wear for a full week of physical activity. Your uniform should be clean each day so you should ensure you have enough clothing to allow time for laundering.

Most uniform Items can be ordered from www.italiaconti.com and non-branded items can be purchased from other shops.

You should consider that if an item of clothing needs to be constantly adjusted whilst working, it is probably not appropriate to be wearing to class.

4. Student Co-Operation & Responsibilities

a) You should be professional, co-operative, and courteous at all times. Any

conduct which disrupts the smooth progress of a class, or obstructs the learning of another student, will be regarded as a disciplinary matter.

b) You are expected to exhibit appropriate communication and behaviour. Italia Conti does not tolerate bullying, sexual harassment, racist/homophobic, transphobic/homophobic behaviour or remarks, or a lack of respect and cooperation, and such behaviour will be considered a breach of the *Student Code of Conduct*, and subject to Italia Conti's *Disciplinary Procedure*.

c) You may not attend classes other than those on your own timetable without express permission or invitation from a member of the teaching staff which should not interfere with your own compulsory 'calls'.

d) You are expected to maintain high standards of personal presentation and hygiene. All clothing, including personal costumes should be odour free. Due to the active nature of the course, you are advised to pay particular attention to body odour.

e) Any student arriving for or attending classes, rehearsals, or performances while under the influence of alcohol or illegal substances will be asked to leave the premises immediately and will be subject to Italia Conti's *Disciplinary Procedure*.

f) Any student discovered in possession of controlled substances will be immediately excluded and will be subject to Italia Conti's *Disciplinary Procedure*.

g) You may not smoke or vape in any part of the building or right outside the main entrances, including for rehearsal purposes.

h) Any student discovered in possession of an offensive weapon while on the premises (other than objects specifically authorised as props) will be immediately excluded and will be subject to the Italia Conti's *Disciplinary Procedure*. (Note: use of such props other than their authorised purpose may also give rise to disciplinary measures.)

i) Any student caught stealing or vandalising Italia Conti or private property will be immediately excluded and subject to the Italia Conti's *Disciplinary Procedure*.

j) Any student convicted of a criminal offence, whether committed on or off the premises, must inform a Vice Principal and their Course Leader immediately. Failure to do so may result in disciplinary procedures at a later stage.

k) Food or drink (other than water in non-glass **reusable** bottles) may not be consumed in the studios.

l) It is not permitted to store food in Italia Conti student lockers.

m) Chewing gum is not permitted in the studios or in any part of the Italia Conti site.

n) You should treat all equipment with care and keep spaces clean and tidy at all times. You must leave the studios in a tidy state ready for the next session to begin on time. Damage to the building or equipment which is clearly due

to carelessness will result in disciplinary procedures.

o) You should respect the privacy of staff offices and the staff room.

p) You should not bring any unauthorised person or persons onto the premises. This includes children, relatives, or any other dependents. All visitors must be signed in with the Courses Administrator and signed out again on departure.

q) Non-students are not allowed to participate in classes under any circumstances.

r) For those students over 18, you are reminded that you are legally classed as adult, and that parents, guardians or other friends or family members should not attempt to negotiate with Italia Conti on your behalf. It is not possible for Italia Conti staff to communicate with anyone except the student concerned. This includes 'ringing in sick', where, unless the illness is serious, we do not expect to receive calls from parents etc. If you are involved in disciplinary or complaint matters, you are expected to seek help and advice in the first instance from your student representatives.

s) You must not move any of Italia Conti's equipment and furniture from communal areas.

t) Students should not move equipment such as pianos in any circumstances or place any food or drink on them.

u) Mobile telephones should <u>always</u> be switched off during classes, and under no circumstances are you allowed to make or receive calls while a class is in progress. The use of any other recording device including Dictaphones, or digital note taking including use of laptops, tablets and mobile phones during class or rehearsal is **strictly** at the discretion of the tutor, and unauthorised use may result in exclusion from a session

v) You are expected to refrain from any conduct, **within any media**, on or off the premises, which **in any way brings Italia Conti into disrepute**. Doing so may result in disciplinary procedures. This includes any activity which may be defined as 'cyber bullying' according to the ICT or e-safety policies. You are to respect each other in online spaces / social media.

w) All fees must be paid in advance each term.

x) No professional work may be undertaken by students until your third year, and then only if agreed by the Course Leader. Amateur work must not be undertaken.

y) You will complete all surveys and questionnaires distributed to you during the year, including the exit interview at the end of your studies.

5. <u>Non-Completion of Assessment</u>

a) Assessment deadlines are published deadlines agreed with the University, and these are non-negotiable. In exceptional circumstances (such as ill health or bereavement) the *Extenuation Policy and Procedures* apply.

b) All written work must be submitted using the conventions laid out in the Written Work Guidelines.

c) If you fail to submit work for assessment without good cause the Course Leader has the authority to deem, you to have failed that assessment and the retrieval/resubmission procedure will apply. (UEL Academic Regulations 6.8)

6. Equal Opportunities

You are expected to abide by the Equal Opportunities Policy contained in this handbook and the latest version available at ***https://www.italiaconti.com/policies***. Any breach of these regulations will be regarded as a serious disciplinary matter and will result in immediate exclusion from classes pending a disciplinary hearing.

7. Safeguarding and Prevent Duty

You are expected to abide by the *Safeguarding Policy* (including Child Protection and the Protection of Vulnerable Adults); the latest version is available at https://www.italiaconti.com/policies.

Any breach of these regulations will be regarded as a serious disciplinary matter and will result in immediate exclusion from classes pending a disciplinary hearing.

Italia Conti reserves the right to up-date the *Student Code of Conduct* at any time and ask for your signature at the time of up-date.

8. Policies

Italia Conti (in conjunction with UEL) will always ensure that students and staff are treated fairly and with respect.

For this reason, there are a number of policies which exist to ensure transparency and consistency in dealing with any issues that might arise during the course of your training.

Italia Conti policies can be found on the website at:

https://www.italiaconti.com/policies

Breaches of the *Student Code of Conduct*

Breaches of the *Student Code of Conduct* will be dealt with through the *Disciplinary Procedure*.

Minor breaches of the *Student Code of Conduct* may include the following examples of unprofessional conduct:

- unpunctuality for any scheduled session;
- unexplained non-attendance for any scheduled session;
- lack of adequate preparation;
- inappropriate dress;
- disrupting the smooth progress of a class;
- not returning equipment and furniture from communal areas immediately after the period for which it was borrowed;
- smoking in any part of the building;

- any other circumstances of inappropriate behaviour which are deemed by the Course Leader to constitute a minor breach of the *Student Code of Conduct*.

Any other circumstances of inappropriate behaviour which are deemed by the Course Leader to constitute a minor breach of the *Student Code of Conduct*.

Serious breaches of the *Student Code of Conduct* may include the following (this list is not exhaustive)

- insulting or deliberately obstructive behaviour towards staff or other students;
- racist, sexist, ageist, anti-disabled, homophobic or transphobic remarks or expressed attitudes;
- sexual harassment;
- bullying or intimidating behaviour;
- physical or sexual assault;
- inappropriate conduct within the working environment which impedes the learning of others;
- unwillingness to undertake all assessed and non-assessed elements of the curriculum;
- use of alcohol during the working day;
- use or possession of illegal drugs;
- possession of any offensive weapon on the premises, other than those authorised for specific productions;
- vandalism or damage to any Italia Conti or private property;
- theft of any Italia Conti or private property.
- abusive or inappropriate language.
- any other inappropriate behaviour which is deemed in the circumstances by the relevant Course Leader to constitute a serious breach of the *Student Code of Conduct*.

Any other circumstances of inappropriate behaviour which are deemed by the Course Leader to constitute a minor breach of the *Student Code of Conduct*.

Student Declaration

END

I confirm that I have read the *Student Code of Conduct* and agree to abide by its terms and conditions.

Signed…… Course……

Name…… Date……

Please return the signed declaration to: enrolment@italiaconti.co.uk