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STUDENT CODE OF CONDUCT

Metanoia Institute

Version Control

Document title: STUDENT CODE OF CONDUCT		No of pages: 10
Version Number: 3	Date first published: -	
Approved by: Academic Board	Last review date: September 2025	
Date originally approved: -	Due for next review: September 2027	

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1. Introduction

1.1 Metanoia Institute actively encourages all students, staff and visitors to engage positively and participate fully in the life of the Institute. The Student Code of Conduct sets out the Institute's expectations on conduct in order to ensure that all members of the Metanoia Community have an understanding of these expectations.

1.2 The Institute is an adult learning environment, and we treat all our students as independent and mature individuals who are expected to act responsibly and appropriately. Our aim is to provide a safe and secure learning environment; therefore, if any of our students behave in a way that adversely affects the learning and/or safety of others, we will take action to protect the wider community.

1.3 The Institute is a specialist provider of counselling and psychotherapy education. There is an expectation for students in training to act in accordance with Metanoia's Ethics Handbook and relevant professional body standards. In matters of standards of professional behaviour, Metanoia may refer to BACP, UKCP, BPS or other professional, statutory or regulatory bodies (PSRBs) as appropriate for students' programme of study. Metanoia remains committed to providing a high-quality academic work environment where all are welcomed, respected and treated in a consistent and non-discriminatory manner. Staff and students are expected to show respect for one another in all aspects of their contact, to conduct themselves with due regard for their own legal responsibilities and in a way that preserves and enhances the Institute's good name and reputation.

1.4 This Code of Conduct does not stand alone and should be considered alongside these other policies and procedures:

- a) Student Sexual Harassment and Misconduct Policy
- b) Dual Relationship Policy
- c) Ethics Handbook
- d) Student Disciplinary Procedure
- e) Fitness to Study Procedure
- f) Fitness to Practice Procedure
- g) Safeguarding Policy and Procedure

2. Scope

2.1 The purpose of this policy is to enable the Institute to fulfil its obligations relating to the care of, and responsibility for staff, students and visitors. The Code applies to any person defined as a student of the Institute, including, registered students, students on a break in study undertaking reassessment or deferred assessment without attendance or writing up. This Code of Conduct does not cover academic misconduct which is explained and managed through Metanoia's academic policies and procedures.

- 2.2 This Student Code of Conduct applies to students while on Metanoia Institute premises or in the context of relevant, associated activities, including off-site events such as placements, programme residential activity and conferences. It also includes student activities on-line and on social media, where it impacts staff, students and/or the Institute.
- 2.3 Registration as a student of the Institute shall carry with it an obligation and an undertaking on the part of the student to conduct themselves in a manner compatible with this Code of Conduct, the Institute's principles (code and ethos) and all relevant published policies and regulations. Students are expected to keep themselves familiar with all such documentation relating to their enrolment on their course of study at the Institute, as amended from time to time.
- 2.4 Any breach of this Student Code of Conduct will be taken seriously and, where deemed necessary, dealt with through the Institute's [Student Disciplinary Procedure](#), Fitness to Practice Procedure, Fitness to Study Procedure and/or Safeguarding Procedure

3. Student Code of Conduct

- 3.1 The Metanoia student Code of Conduct is reflective of the counselling and psychotherapy training it provides, the code therefore takes into consideration the professional behaviours which students will be required to maintain upon completion of their training and registration with their respective PSRBs. It is also reflective of Metanoia's values and vision.
- 3.2 The Code of Conduct is value based and therefore the explanations and examples given are provided for guidance and are not exhaustive. More expansive information about what constitutes misconduct and possible penalties is contained in the Student Disciplinary Procedure.
- 3.3 Honesty – Students are expected to be honest and forthcoming in all their dealings with Metanoia and its staff. Students must ensure that all information provided to Metanoia is complete and accurate and that they disclose relevant information in a timely manner (for example any criminal proceedings, issues arising on placements, dual relationships etc). Students are also expected to present themselves and their training accurately within and outside of the Institute and to abide by any agreed tuition payment plans.
- 3.4 Respect – Students are expected to be respectful to staff, visitors and each other. In accordance with their training, students are encouraged to approach differences and disagreements with curiosity and to engage in dialogue to support mutual understanding. Students have a right to express their personal views; however Metanoia does not tolerate harassment, bullying or hate speech. Students should also be respectful of Metanoia's

buildings and resources, treating these with care and returning any loaned items in good time to ensure that all students can benefit from them.

3.5 Health and Safety- Students are expected to take reasonable care to ensure that their actions do not put themselves or others at risk of physical harm. This includes using the Institute's facilities with reasonable care and following staff directions in the event of an alarm or emergency.

4. Actions in the Event of a Concern about Student Conduct

4.1 Any member of the Institute may raise a concern about the behaviour of a student where it is believed that a student is likely to have breached the Student Code of Conduct or other relevant policy. A concern may also be raised by a person from outside of the Institute where the concern raised relates to their studies at the Institute.

4.2 Concerns should be raised by completing a Report Conduct Cause for Concern form. This form collects initial information about the reason for the cause for concern and is used by the Registrar or their nominee to determine the appropriate procedure to which the matter should be referred.

4.3 The Registrar or nominee has the discretion to refer matters to whichever Procedure(s) they consider appropriate on the basis of the information available at the time the report is made.

- a) Where the matter relates to an alleged breach of the Student Code of Conduct or Student Sexual Harassment and Misconduct Policy the matter will normally be referred to the Student Disciplinary Policy.
- b) Where the allegation is related to a breach of the Dual Relationship Policy, the Ethics Handbook or misconduct on placement the matter will normally be referred to the Fitness to Practice Procedure.
- c) Where the report appears to indicate that the behaviour of concern is related to the mental or physical ill-health of a student the matter will normally be referred to the Fitness to Study Procedure.
- d) In any event where there is a concern about the safety of a student, staff member or third party the Registrar may also in parallel raise the matter to the Designated Safeguarding Lead or their nominee as set out in the Safeguarding Policy.