Summary of All Nations Policies and Procedures

This is a summary of all the Policies and Procedures relating to students studying at All Nations.

ACADEMIC POLICIES	
Academic Appeals	See Complaints section below
Academic Misconduct	You are expected to act with honesty in your academic work by always attributing and acknowledging sources and by not seeking to gain improper advantage through dishonesty. If your work is proofread by someone else, they must not alter or amend it in a way that changes the academic content. Proofreaders may only identify spelling, grammar etc. errors but not edit them. All cases of suspected academic misconduct will be investigated and, if proven, penalties applied. Personal, medical or family problems cannot excuse academic misconduct.
Admissions	Not just useful when you are applying to the College, but also for finding out your eligibility for changing your level of study or length of award or to resume studies after a break to complete a higher award.
Attendance	You are responsible for organising your studies and ensuring you are aware of your timetable and expectations for attendance at all activities relating to your programme of study. Although we expect you to aim to consistently attend 100% of all timetabled/ mandatory sessions delivered, we understand that, if extenuating circumstances occur, it may not be possible. This policy contains all attendance regulations including details on how to make up missed sessions. Student Visa students should note the attendance requirements linked to the terms of their visa.
Extenuating Circumstances	Procedures for what you should do if circumstances outside your control have impacted your ability to meet an assessment deadline or your performance. Except in exceptional circumstances, claims must be submitted before the planned assessment date or the deadline set.
Freedom of Expression and Academic Freedom	The College will take all reasonably practicable steps to ensure that freedom of speech within the law and academic freedom is secured for students, staff and visiting speakers. All external speakers/events require College approval before being permitted to take place/speak. This document contains the procedure for booking a speaker or an event and clarifies the decision-making process for permitting them to go ahead.
Fitness for Study	This procedure sets out the process that will be followed if there are concerns about your fitness to study because of ill health. The intention of the procedure is to support struggling students to help them to remain on their programme of study where possible, but in some cases it may be necessary for a student to agree to interrupt their studies for a specified period or for the College to withdraw a student from their programme of study.
Learning Support	If you need support with your learning, this policy explains how you might receive it – if it is practicable and within the College's resources to do so. The policy covers how to apply for external as well as internal support, how needs are assessed, how reasonable adjustments are considered and the different roles and responsibilities of students and staff.
Moderation	The College ensures that the marking process is rigorously, evenly and impartially applied through the work of: • the first marker, who marks according to the grading criteria;

	• the moderator, who checks for any errors in marking but also ensures that there is parity of marking between all the papers; • the scrutiny of External Examiners who ensure marking is in line with marks awarded at other universities.
Recognition of Prior Learning	You can receive credit for previous experiential or certificated learning. This applies to students before they arrive at College, for example, to obtain credit to permit them to start their studies at a higher level. It also applies to those who have previous mission experience and who may be able to write a report instead of doing the level 5 Ministry Internship module.
Research Ethics	You must ensure that any research you undertake is done ethically and supervised appropriately. This includes *all* research, from a short module assignment to a lengthy dissertation. You must follow the procedures when undertaking research involving human participation or research into legally sensitive topics etc.; you must also handle the data collected correctly and avoid misconduct in research or face the subsequent sanctions.
COMPLAINTS	
Academic Appeals	This policy explains how you can appeal against being refused a place or appeal about a module mark, your final award or any other decision made by an academic body. Queries should be raised as soon as possible and academic appeals must be submitted within 14 working days of the decision in question being received. Please note that there are many feedback mechanisms about academic matters (through module feedback or through your cohort's academic student representative as well as discussion with your module tutor or the Programme Leader). This policy also provides you with the information on how to escalate your concern to an external regulatory authority, should you feel dissatisfied with the way the College has dealt with your complaint.
Complaints	You are encouraged to mention any dissatisfaction concerning non-academic matters with the person most concerned. Students are encouraged to speak with the Head student(s) initially since they meet regularly with the Principal/CEO and/or the Head of Operations. However, if you wish to make a formal complaint about the way you have been treated (e.g. dissatisfaction with a service or lack of a service you could reasonably expect to have received from the College), the Complaints section of this policy explains how you can do it. This policy also provides you with the information on how to escalate your concern to an external regulatory authority, should you feel dissatisfied with the way the College dealt with your complaint.
Consumer Protection	The College is committed to ensuring that prospective students have access to clear, transparent, timely and accurate information to enable them to make informed choices about where they wish to study. If you feel that the College failed in some way to meet their obligation you may complain by sending an email to info@allnations.ac.uk
Making a Complaint	This document summarises the different bodies you can complain to about the College, depending on the nature of the issue.

POLICIES ABOUT BEHAVIOUR	
Student Disciplinary	You are expected to abide by the College Code of Conduct. The student disciplinary procedure will be followed in the event of an alleged breach of the Code of Conduct by a student. Any concern/accusation regarding staff members will follow the Staff Disciplinary Policy.
Equality and Diversity	As a multicultural community with students of all ages and backgrounds we celebrate diversity. We also have no tolerance for unlawful discrimination, including bullying or harassment. In addition to affirming the College's commitment to equal opportunities this policy provides guidance on making a complaint if you feel you have been subjected to discrimination.
Bullying, Harassment and Sexual Misconduct	Any member of the College community who feels they have been subject to any form of harassment can contact the College Pastoral Care team for support. This service is also available to those against whom an allegation of harassment has been made. Investigations will be dealt with impartially and according to this policy.
Termination of Student Registration	The College reserves the right to terminate the registration of any student on academic grounds, disciplinary grounds, where the student is in debt for tuition fees or the student is deemed to be unfit for study. This policy outlines how these decisions are reached and the appeal process available.
POLICIES FOR PROTECTION	
Data Protection	The College is committed to ensuring that it processes personal data only in a manner which respects the rights of individuals and in compliance with its legal obligations. You can go to the privacy webpage of the College website to find out how the College processes your data and how you may exercise your data protection rights under the law.
Health and Safety	You are expected to take reasonable care of your own health and safety and equally to look after the health and safety of others who might be affected by what they, or you, might or might not do. Actions include ensuring any electrical equipment you have brought to College is PAT tested, ensuring you take note of the fire safety precautions and safety cautions in the kitchen etc.
Safeguarding	Safeguarding and promoting the welfare of children, young people and adults at risk is everyone's responsibility. This document provides clear guidelines and procedures to mitigate, wherever possible, the risk of this group of people being harmed and how to report a concern if you feel that harm might be happening. It also highlights the protocol to avoid taking not only photos of children without permission but also students who have indicated they may be harmed if their image appears on the internet. Finally, all members of the College community have a responsibility to raise a concern if they feel that someone on our site is at risk of being drawn into terrorism. This concern should be discussed with the Designated Safeguarding and Prevent Lead. Training is provided to understand how to recognise people at risk and the mechanism used for helping them.
ICT POLICIES	
ICT General	This explains the ICT provision, protection and support available from the College and the responsibilities of all users. It includes information

	on how to raise a concern or complaint and the disciplinary procedures which will be used in the event of misuse.
Acceptable Use of ICT	The main aim of this policy is to protect you and others from abuse of the College ICT system. All users of the ICT network must abide by this policy and serious infringement could result in a user having their network or internet access restricted or blocked.
Email Communication Services	This sets out the conditions under which email communication services are provided by the College and used by those who have been allocated a College email address.
Social Media	This is another policy encouraging good practice in the use of ICT and to protect the College, its staff and students from potential harm.