

Student Code of Conduct

Date: 10 June 2026

Last amended by: Tim Johnson

1 Purpose and Scope

- 1.1 This Code of Conduct sets out the standards of behaviour ThinkSpace Education (TSE) expects of all students enrolled on its programmes.
- 1.2 It applies to all interactions within the TSE community, including the Virtual Learning Environment (VLE), Discord server, one-to-one tutorials, group webinars, email correspondence, any face-to-face meetings with TSE staff, tutors, or students, and any other digital or social media channels where students represent TSE or interact with TSE staff, tutors, or fellow students.
- 1.3 It applies at all times from the start of a student's enrolment until their award has been conferred by the AUB Progression and Awards Board, including during any period of intermission.
- 1.4 Failure to meet the standards in this Code may result in action under TSE's Student Disciplinary Procedure or, where the matter concerns academic integrity, under TSE's Academic Misconduct Policy. Other matters may be dealt with under the relevant TSE policy.

2 Our Community and Values

- 2.1 TSE is a global online community of postgraduate students, tutors, and staff from diverse backgrounds, cultures, and time zones, united by a shared commitment to creative excellence, professional development, and intellectual enquiry.
- 2.2 TSE is founded on the principles of mutual respect, inclusivity, and academic freedom. We expect all students to uphold these principles in every aspect of their engagement with TSE.
- 2.3 As a TSE student, you are an ambassador for the institution and for the postgraduate community. The standards in this Code apply whether you are interacting with TSE staff, tutors, fellow students, or members of the public in any context connected with your studies.

3 Respect and Professional Conduct

- 3.1 You should treat all members of the TSE community, including students, tutors, and staff, with dignity and respect at all times, regardless of any differences in opinion, background, or perspective.
- 3.2 You should engage constructively and professionally in all communications, including written messages, audio or video calls, and online discussions. This includes offering critique of others' work in a constructive and supportive manner.
- 3.3 You should honour your commitments to your tutors and fellow students. If you are unable to attend a scheduled tutorial or webinar, you should give as much notice as possible and communicate proactively.
- 3.4 You should be reliable and responsible in any collaborative work or group activities, making a full and committed contribution and being respectful of your peers' time and effort.
- 3.5 When contacting TSE through official channels — including email, the VLE, and support tickets — you should communicate professionally, respectfully, and as clearly and concisely as possible.
- 3.6 TSE is committed to responding promptly and helpfully to all student communications. However, TSE reserves the right to decline to engage with communications that are aggressive, abusive, or unreasonably intemperate in tone, and to request that they be resubmitted in an appropriate manner.

before a substantive response is provided. Where a pattern of inappropriate communication persists, TSE may treat this as a conduct matter under the Bullying and Harassment Policy (Students).

4 Academic Conduct and Integrity

- 4.1 You are expected to undertake your studies with honesty and integrity. You should submit only your own original work for assessment unless collaborative work is explicitly required.
- 4.2 Academic misconduct, including plagiarism, contract cheating, fabrication of data, and misrepresentation, is a serious breach of this Code and will be handled under TSE's Academic Misconduct Policy.
- 4.3 Use of artificial intelligence (AI): TSE supports the considered and transparent use of AI tools where appropriate. You must follow the guidance set out in TSE's AI Use Policy and any programme-specific instructions regarding AI use. Submitting AI-generated content as your own original work without disclosure, or in ways prohibited by your programme, constitutes academic misconduct.
- 4.4 You should acknowledge all sources in your work in accordance with the academic writing guidance provided in your programme materials. Proper referencing and attribution are fundamental professional standards.
- 4.5 If you are unclear about any assessment requirement, seek guidance from your tutor or the Head of Postgraduate Education (HPE) before submitting.

5 Online and Digital Behaviour

- 5.1 TSE's community life takes place almost entirely online. The standards of professional and respectful behaviour expected of you apply fully to all digital channels, including the VLE, Discord, email, video calls, and social media.
- 5.2 VLE conduct: You should engage positively and professionally in all VLE activities, including discussion forums, peer feedback, and group exercises. You should not post content that is offensive, discriminatory, or designed to undermine other students' confidence or progress.
- 5.3 Discord conduct: The TSE Discord server is a community space for students and staff. You should use it constructively and professionally, in line with the server's community guidelines. You should not use Discord, or any other messaging platform, to harass, intimidate, or demean other students, tutors, or staff, or to share content that is offensive, defamatory, or in breach of any TSE policy.
- 5.4 Social media: You are free to discuss your studies and your experience at TSE publicly, but you should do so accurately and professionally. You should not use social media to misrepresent TSE, undermine its reputation without factual basis, or target individual staff, tutors, or students. Bullying or harassment of TSE community members via social media will be treated as seriously as any other form of misconduct.
- 5.5 Webinars and group calls: You should join scheduled webinars and group calls on time and conduct yourself professionally throughout, including when using chat functions. You should not disrupt sessions for other participants. TSE may ask you to confirm your presence during a session, for example by responding in the chat, enabling your microphone, or briefly turning on your camera.
- 5.6 Recording: You must not record any tutorial, webinar, or other TSE session without the prior consent of all participants.

6 One-to-One Tutorial Conduct

- 6.1 Your one-to-one tutorials are a central part of your learning experience. You should approach each session prepared, with specific material or questions ready to discuss, and engage actively throughout.
- 6.2 You should treat your tutor with respect and professionalism at all times. The tutorial relationship is a professional one.

- 6.3 If you have concerns about the assessment process, you should contact the HPE for guidance on the appropriate steps to take.
- 6.4 You should contact your tutor only via the agreed channels, ordinarily through the VLE or the agreed messaging platform. You should not contact tutors via personal email, personal social media, or any channel not established by TSE for this purpose, unless your tutor has expressly indicated otherwise.

7 Tutor-Student Relationships and Boundaries

- 7.1 TSE tutors are professional freelancers engaged to support your academic development. The relationship between tutor and student must remain professional at all times.
- 7.2 If a romantic or personal relationship develops between you and a TSE tutor, you must declare this to the HPE promptly. TSE will take steps to manage any actual or perceived conflict of interest, which may include reassignment of your tutor. The same obligation applies if an existing personal relationship pre-dates your enrolment.
- 7.3 You should not make personal requests of tutors, for example requesting private consultations outside the VLE, personal favours, or professional introductions outside the context of your programme.
- 7.4 If you feel that a tutor has behaved inappropriately towards you, you should report this in confidence to the HPE (tim@thinkspace.ac.uk) or, if the concern relates to the HPE, to the Director (guym@thinkspace.ac.uk).

8 Use of TSE Resources and Course Materials

- 8.1 The course materials, recordings, webinars, and resources provided by TSE are for your personal use as a registered student. You must not share, distribute, reproduce, or publish them without TSE's prior written consent.
- 8.2 You must not share your VLE login credentials with any other person.
- 8.3 You should use TSE's digital infrastructure responsibly and not engage in any activity that could compromise the security or integrity of TSE's systems or data.
- 8.4 Copyright in TSE's teaching materials rests with TSE or the relevant rights holders.

9 Equality, Diversity and Inclusion

- 9.1 TSE is committed to creating an inclusive and welcoming environment for all students, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- 9.2 Discriminatory behaviour, including language, actions, or content that demeans or marginalises individuals or groups on the basis of any protected characteristic, will not be tolerated and may result in disciplinary action.
- 9.3 TSE attracts students from across the world and from a wide range of cultural backgrounds. You should approach all interactions with cultural sensitivity and awareness.
- 9.4 This Code operates alongside TSE's Equality, Diversity and Inclusion Policy, which sets out TSE's commitments and the rights of all students in more detail.

10 Reporting Concerns

- 10.1 If you believe another student, tutor, or member of staff has breached this Code, or if you have concerns about wellbeing, you should contact:
 - (a) the Head of Postgraduate Education: tim@thinkspace.ac.uk
 - (b) the Student Support Manager: edmund@thinkspace.ac.uk

- (c) the Director: guym@thinkspace.ac.uk
- 10.2 All concerns will be treated in confidence and handled sensitively. TSE will not tolerate victimisation of anyone who raises a concern in good faith.
- 10.3 Students also have the right to raise concerns under TSE's Student Complaints Policy:
<https://thinkspace.ac.uk/about/policies/>

11 Consequences of Breach

- 11.1 Breaches of this Code will be taken seriously. Formal disciplinary action in response to a breach is taken in accordance with the TSE Student Disciplinary Procedure. Depending on the nature and severity of the breach, TSE may:
 - (a) hold an informal discussion and provide guidance
 - (b) issue a formal written warning
 - (c) refer the matter to TSE's Academic Misconduct Policy
 - (d) refer the matter to TSE's Fitness to Study Policy
 - (e) suspend or terminate enrolment
- 11.2 In cases of serious misconduct, including harassment, discrimination, or conduct that poses a risk to others, TSE reserves the right to take immediate action, including temporary suspension of access to TSE systems, pending investigation.
- 11.3 Where a breach may also constitute a criminal offence, TSE may refer the matter to the relevant authorities.
- 11.4 Serious misconduct may also be referred to Arts University Bournemouth (AUB) under the AUB Student Disciplinary Policy. Where AUB investigates a matter, it may impose sanctions independently of any action taken by TSE. Students will be informed if a referral to AUB is being made.

12 Related Policies

- 12.1 This Code should be read alongside the following TSE policies, available at <https://thinkspace.ac.uk/about/policies/> unless otherwise noted:
 - (a) Equality, Diversity and Inclusion Policy
 - (b) Bullying and Harassment Policy (Students)
 - (c) Sexual Assault and Misconduct Policy
 - (d) Academic Misconduct Policy
 - (e) Student Disciplinary Procedure
 - (f) Fitness to Study Policy
 - (g) Online Safety Policy
 - (h) Student Complaints Policy
 - (i) AI Use Policy (in the postgraduate introduction course)