College of Medicine and Healing Arts

STUDENT CODE OF CONDUCT & POLICIES

1. Purpose and General Responsibilities

1. Students must act with integrity, courtesy, responsibility and respect for the Tibb tradition, fellow students, facilitators, patients, visitors and staff.
2. Students are expected to follow College rules and reasonable directions from the Principal and authorised staff, in class, in the clinic and when representing the College.
3. Bullying, harassment, intimidation, threatening behaviour, deliberate disruption and damage to College property are not acceptable.
4. Students must care for the premises, teaching resources, library, clinic and pharmacy facilities, maintaining cleanliness and observing health and safety requirements.
5. Dress and grooming must be clean, smart, professional and respectful of the Tibb tradition, with appropriate clinical hygiene and safety precautions.

2. Attendance, Punctuality and Participation

1. Students are expected to attend the scheduled teaching and assessment sessions. A minimum of 80% attendance is required to pass.
2. Students must arrive punctually and participate appropriately in learning activities, discussions, practical sessions and group work. Late arrivals may not be admitted.
3. If attendance is not possible due to compelling circumstances, students must seek the Principal's permission where possible and provide written notification and supporting evidence where required.
4. Students must complete and submit assignments, learning logs, case studies and assessments by the notified deadlines and adhere to examination requirements.
5. Students should inform the College promptly if they experience difficulties meeting their programme commitments.

3. Confidentiality, Learning Materials and Recording

1. All student, staff, clinic, patient and organisational information encountered during study or practical training must be handled confidentially.
2. College notes, course materials, resources and intellectual property are supplied for a student's own authorised studies and professional development; they must not be copied, sold, republished or used to teach others without written permission.
3. Photographs, screenshots, audio recordings and video recordings require explicit permission in advance, including in teaching and clinical settings.
4. Students must sign and return the Confidentiality Agreement included in this document.
5. Students should use College-approved communication channels and exercise discretion when sharing course matters through external messaging or social media groups.

4. Professional and Clinical Practice

1. Students may see, examine or treat patients in the College clinic only under the supervision of an authorised clinician and within the activities permitted by that clinician.
2. Students must respect patient dignity, boundaries, privacy and the right to refuse examination or treatment; seek appropriate informed consent and follow clinical chaperone and safeguarding procedures.
3. Patient records must be accurate, secure and confidential, with access and disclosures handled under clinic supervision and applicable law.
4. Students may dispense medicine or handle pharmacy materials only with appropriate supervision and must follow clinic/pharmacy hygiene, safety and recording instructions.
5. Students must not present themselves as qualified or authorised to practise beyond their current training, competence or professional permissions.

5. Academic and Professional Standards

1. Students are expected to complete the continuous assessments, written examination and viva examination, and demonstrate the professional and practical skills required by the programme.

2. Students must submit genuine work and acknowledge sources. Cheating, plagiarism, fabrication or falsification of learning and clinical records is unacceptable.
3. Students are expected to engage cooperatively with group learning, reflective practice and evaluation interviews.

6. Disciplinary Action

A suspected breach of the Code of Conduct may be referred to the College's Disciplinary Committee. In considering the matter, the Committee will review the student's explanation, relevant documents and, where appropriate, witness evidence. A student dissatisfied with a disciplinary decision may appeal in writing to the Principal, setting out the grounds for the appeal.

7. Withdrawal and Refund Policy

1. The College of Medicine and Healing Arts' refund and withdrawal policy operates on a Stage basis.
2. Any student who wishes to withdraw from the College must give written notice to the College Principal.
3. Where a student cannot attend a class, written notice must reach the Principal at least 30 days before the scheduled date of that class. The fees paid for that stage or class will then be refunded less a 20% administration fee. If the College does not receive written notice at least 30 days before the scheduled date, no refund will be made.
4. No refund is available if a student withdraws while attending a class.
5. No refund is available if a student has already attended the class and requests a refund retrospectively.
6. If the College cannot run a class, the student may choose either a full refund of the fees paid for that stage/class or a transfer to the next available stage/class.

These terms describe the College policy supplied for this document and do not exclude any statutory rights that cannot lawfully be excluded.

8. Appeals Relating to Academic/Professional Decisions

1. Academic decisions are taken by the Principal, who seeks to maintain standards generally followed in institutions of professional and higher education. External examiners support the maintenance of standards.
2. The College will seek fairness and equity in academic and professional decisions. A student aggrieved by a formal decision should first seek an interview with the Board of Advisors to clarify the position.
3. An academic/professional appeal may be lodged only on one or both of the following grounds: (a) a material administrative error, failure to conduct the assessment in accordance with approved regulations, or other irregularity; or (b) illness or another good cause that adversely affected the student's performance and may have had a bearing on the assessment.
4. The student must provide firm supporting evidence.
5. The Registrar receives the appeal and, if valid, forwards it to the Board of Advisors. The Board constitutes an Appeals Committee of two people not otherwise involved in the original assessment.
6. If the Appeals Committee considers that the assessment should be reviewed, the Principal will be asked to reconsider the assessment.

9. Confidentiality Agreement

This agreement must be completed, signed and returned to the College. It is a mandatory requirement for registration on a professional Diploma programme at the College.

Dear Student,

During your studies and training with the College of Medicine and Healing Arts (CoMHA) and its associated organisations, you may have access to confidential information.

I agree to the following obligations

1. To keep confidential all information disclosed to me orally, in writing, electronically or otherwise learned during visits or training, including information relating to clients/patients, products, courses, business and professional affairs.

2. Not to disclose confidential information to any third party, except as permitted by this agreement or required by law.
3. Not to use confidential information for any purpose other than my authorised training as a therapist.
4. To acknowledge that College work, intellectual property, course notes and continuing professional development (CPD) notes remain the property of the College or relevant rights holder and are for my own use, not for training others without written permission.
5. To treat information concerning clients, patients, students and others as confidential and held in trust.
6. When handling personal information, including patient files or bank details, to take appropriate care to prevent access by unauthorised visitors or other persons.

Exceptions

The confidentiality obligations do not extend to information that:

- I can demonstrate was already in my possession before disclosure;
- is or becomes publicly available through no breach by me;
- I lawfully receive from a third party acting in good faith; or
- I am required by law or a governmental or regulatory authority to disclose.

Additional acknowledgements

1. If, during my training, I develop a modification, extension or improvement concerning the College's products, services, clients or related confidential information, I will promptly disclose it to the College and address ownership and use in accordance with the College's applicable agreements and the law.
2. I acknowledge that confidential information provided by the College remains the property of the College or its relevant owner.

I confirm that I have read and understood this Confidentiality Agreement and agree to comply with it.

10. Student Acknowledgement of Code of Conduct & Policies

I confirm that I have read and understood the Code of Conduct, Withdrawal and Refund Policy, and Academic/Professional Appeals Policy in this document. I agree to comply with the College's rules and the requirements throughout my studies.

Student full name:	_____
Student signature:	_____
Date:	_____

College contact:

admissions@CoMHA.org.uk

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