



“Enabling Students to Accomplish their Academic Goal”

Student Handbook

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Welcome

Welcome to Belmont College with the name 'Bellmont College' originating from the French word meaning 'beautiful mountains'.

We are delighted that you have chosen this College for your Higher Education studies because just like climbing the mountains, Education too is a fulfilling journey that requires you to climb beautiful small mountains in terms of your learning achievements to reach your final target and destination, i.e.: a qualification!

This Handbook is designed to assist you in finding out how Belmont College provides you with an excellent academic experience, outstanding support and dedicated enhancement of your employability prospects. You will also find all the key information you need to help you as you progress through your studies.

Bellmont College is housed in completely refurbished premises in Stratford London, with state-of-the-art resources and facilities and is staffed by a team of highly experienced higher education and business professionals. We are committed to enabling you to achieve your personal academic and professional goals and expect to build a strong loyal and working relationship with you over the next few months.

Bellmont College prides itself with the individual attention and 'super supportive' environment, we have to offer you. Belmont College ensures you feel a sense of belonging throughout your time at the College and Belmont College nurtures you and provides you with opportunities for engaging with local communities and businesses and for developing a broad range of skills that will support you in applying your knowledge and developing yourself as a rounded individual and employable participant in society with empowerment, creativity and ownership in whatever you decide to do.

Our vision is of 'Enabling Students to Accomplish their Academic Goal' and we trust that you find Belmont College an environment that facilitates your knowledge, development and growth. We aim to expand your opportunities and maximise your potential so use this great opportunity well to develop yourself both as a student and as an individual.

Wishing you the best of luck on your fulfilling academic journey across the beautiful Belmont College Mountains at Belmont College!



Elaine Wayne Walker,
Head of Quality
Bellmont College

1. Introduction

The Student Handbook of Belmont College intends and is designed to give insight to all Belmont College students the necessary information needed to progress on their choice of programme.

All students at Belmont College receive the Handbook electronically after induction. It is also available on the intranet and at Belmont College Reception. All students are expected to familiarise themselves with and through this Handbook regarding Belmont College's expectations of being a higher education student as well as with regards to other various components and requirements of the college.

The Handbook conforms to its stakeholder requirements with special regards to OFS (the Office for Students). It is also in-line with the UK Quality Code for Higher Education.

2. Regulatory and Legal Framework

Framework / requirement	Bellmont College application
Office for Students conditions and regulatory expectations	Bellmont College aligns student information, academic quality, support, complaints, consumer protection and governance processes with applicable OfS expectations.
UK Quality Code for Higher Education	Bellmont College uses sector expectations to support academic standards, learning opportunities and student experience.
Equality Act 2010	Bellmont College promotes equality, diversity and inclusion and provides reasonable adjustments for eligible students.
UK GDPR and Data Protection Act 2018	Bellmont College manages personal data securely and transparently.
Consumer protection and CMA expectations	Bellmont College provides clear, accurate and accessible information for applicants and students.
Safeguarding, PREVENT, health and safety requirements	Bellmont College maintains a safe and supportive learning environment.

3. Vision, Mission and Values

3.1 Vision

To enable our students to accomplish their academic and personal goals and dreams in life, progress themselves and prepare them to bring positive change and contribution to society.

3.2 Mission

Bellmont College's mission is to invest in its diverse students, valuable knowledge, skills and tools through committed higher educational professionals, ultimately empowering and enabling them to contribute confidently to their wider network and society.

Bellmont College intends to develop a high-quality university franchise partnership enabling it to provide quality assured, university validated programmes for its learners. Its mission is also to provide an infrastructure of excellent facilities and resources, teaching by well qualified and experienced subject specialists, and an outstanding level of student support.

The College aligns itself with a widening participation agenda and has equality and diversity policies and marketing and recruitment policies designed to reinforce the College's mission to provide equal opportunities to, and participation in, higher education programmes for all population groups. It aims to foster a productive, collaborative, and positive environment for learning and teaching for the benefit of all, serving and supporting our local community and the wider population. *(QGP6 Belmont College Information Governance, Public Information and Transparency Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy; RAP1 Belmont College Recruitment, Selection and Admission Policy; CAP2 Belmont College Consumer Protection Policy and Implementation Framework)*

3.3 Values

The following displays Belmont College's values, which were developed as guiding principles for students and staff using the acronym B-E-L-L-M-O-N-T.

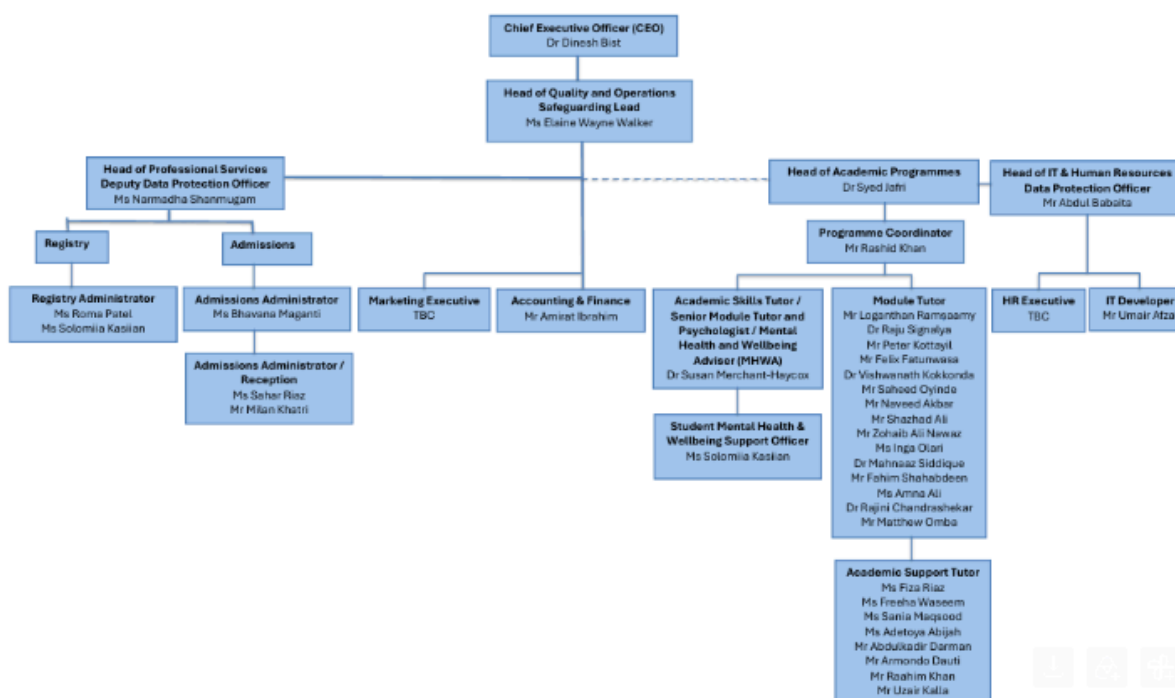
These guiding principles are intended to remind everyone who forms part of Belmont College, whether on site or off campus, to act with respect and loyalty, maintain the right attitude, and work towards building healthy academic relationships. empowering ourselves and each other as well as continuously contributing to Belmont College's mission, vision and values.

B	Belonging and Believing	We will ensure you feel a sense of belonging and belief throughout your time at Belmont College.
E	Equality and Empowerment	We will ensure you feel a sense of equality and empowerment at Belmont College
L	Learning Approach	Student Centred; We will ensure our teachers use student centre approaches where possible.

L	Loyalty	Both ways: Institution and Students; We will ensure that loyalty is practised both ways.
M	Measurement of Learning	We will ensure that your learning is measured fairly as you progress through your course.
O	Ownership	We will ensure that you develop a sense of ownership and confidence through your progression.
N	Nurturing	We will ensure to have processes that will nurture your progression in life.
T	Talent Tenacity and Thinking Creatively	Through our teaching we will enhance your talent and tenacity and also develop your creative thinking.

3.4 Organogram

The Belmont College organogram below shows the structure for governance, senior management, quality assurance, programme delivery and student support:



Chief Executive Officer (CEO)

The Chief Executive Officer, Dr Dinesh Bist, brings over 20 years of experience in the education sector, having held several senior leadership roles. He is responsible for overseeing the day-to-day operations of the College and for maintaining direct communication with the Board of Directors. The CEO also leads the Senior Management Team, which consists of the four Heads outlined in the organogram

above. With extensive expertise in business, finance, management, and human resources, the CEO, supported by the Senior Management Team, is accountable to the Board of Directors and holds overall responsibility for ensuring the financial sustainability and effective management of the College.

Board of Directors

The Board of Directors is the principal governing body of Belmont College, responsible for providing strategic oversight and ensuring the College operates in line with its mission, vision, and regulatory obligations, including those of the Office for Students. The Board comprises experienced and independent members with expertise in Higher Education, governance, finance, and management. It oversees academic quality and standards, financial sustainability, and risk management, while ensuring transparency, accountability, and Value for Money. The Board works with the Senior Management Team and relevant Academic Team and supports effective student engagement in governance. It upholds 7 Nolan Principles of Public Life, ensuring integrity and openness in all its activities.

Senior Management Team

The Senior Management Team comprises the Chief Executive Officer and the four Heads: Quality and Operations, IT and Human Resources, Professional Services, and Academic Programmes. The Senior Management Team is responsible for the strategic leadership, management, and day-to-day operations of Belmont College, including the delivery of high-quality academic provision, student support, and positive student outcomes. The Chief Executive Officer, supported by the Senior Management Team, is accountable to the Board of Directors and is responsible for the overall management and financial sustainability of the College. Academic quality and standards are monitored through the Head of Quality and Operations to ensure a high standard of education and student experience.

Head of Quality and Operations

The Head of Quality and Operations, Ms Elaine Wayne Walker, is responsible for leading the College's quality assurance framework, ensuring that academic standards, student outcomes, and academic provision meet the requirements of regulatory bodies, including the Office for Students, and the College's awarding partner. The role oversees the monitoring and continuous improvement of academic quality, academic administration, and institutional processes, ensuring compliance and high standards across all areas of provision.

Head of Professional Services

The Head of Professional Services, Ms Narmadha Shanmugam, is responsible for the delivery of all Professional Services at Belmont College, including admissions, recruitment, academic administration, and student support. The role ensures that students have access to effective services throughout their journey, from induction to completion. This includes overseeing fair and transparent admissions processes,

maintaining accurate student records, supporting student engagement, and contributing to a positive student experience and successful outcomes, in line with regulatory requirements.

Admissions Administrators

The Admissions Administrator team of Belmont College operates a fair, transparent, and inclusive admissions process in line with the UK Quality Code for Higher Education and regulatory requirements. Recruitment, selection, and admissions activities are designed to ensure equal opportunity for all applicants, with clear criteria, accurate information, and consistent decision-making. The College is committed to widening participation and supporting applicants from diverse backgrounds, while maintaining secure and compliant handling of applicant data in accordance with UK legislation, including the Equality Act 2010 and GDPR. (*RAP1 Belmont College Recruitment, Selection and Admission Policy; BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy*)

Registry Administrators

The Registry Administrators team is responsible for maintaining accurate student records and ensuring that all processes are carried out in line with relevant legal and regulatory requirements, including the Equality Act 2010 and data protection legislation. The team monitors student attendance and engagement to support progression, retention, and academic success, while ensuring that records relating to attendance, assessment, and student data are securely maintained and used to support effective reporting and decision-making. (*LTP9 Belmont College Attendance, Retention and Submissions Policy; BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy; QGP6 Belmont College Information Governance, Public Information and Transparency Policy*)

Head of Academic Programmes

The Head of Academic Programmes, Dr Syed Jafri, provides overall academic leadership for the design, delivery, and quality of programmes at Belmont College, ensuring high standards in teaching, learning, and student outcomes. The Programme Coordinator supports this role at programme level by ensuring the effective delivery of teaching, learning, and assessment, maintaining alignment with learning outcomes and the integrity of assessment practices. Together, they monitor student engagement, progression, and achievement, and ensure appropriate support and timely interventions to promote student success.

Programme Coordinator

The Programme Coordinator, Mr Rashid Khan is responsible for supporting the effective delivery and day-to-day management of programmes at module and block

level, ensuring that teaching, learning, and assessment are delivered in line with programme specifications and learning outcomes. The role supports the coordination of assessment schedules, student engagement, and academic support processes, while helping to maintain fair, consistent, and reliable assessment practices and positive student outcomes.

Module Tutors and Academic Support Tutors

Module Tutors and Academic Support Tutors, led by the Head of Academic Programmes, are responsible for the delivery of teaching, learning, and assessment at Belmont College, ensuring alignment with programme specifications and learning outcomes. Module Tutors focus on teaching, assessment, marking, and maintaining academic standards, while Academic Support Tutors provide academic and personal tutoring to support student learning and development. Together, they monitor student engagement, progression, and achievement, and provide timely support and interventions to promote student success in line with regulatory and awarding partner requirements.

Academic Skills Tutor

The Academic Skills Tutor, Dr. Susan Merchant-Haycox, is responsible for delivering structured academic skills support to help students develop key competencies required for success in higher education, including academic writing, research skills, critical thinking, and independent learning. Through scheduled sessions and targeted support, the role helps students engage effectively with their studies, supports progression and achievement, and works with academic staff to identify learning needs and provide timely interventions.

Student Support and Wellbeing

The Student Support and Wellbeing Team, led by the Head of Academic Programmes, provides pastoral, disability, and wellbeing support to students, ensuring access to appropriate services throughout their studies. The team supports students whose personal circumstances may impact their engagement and works to promote inclusion, reasonable adjustments, and student success. Support includes guidance on mental health and wellbeing, with referral or signposting to appropriate internal or external services where needed. The team also ensures safeguarding responsibilities are met through appropriate policies, training, and procedures, contributing to a safe and supportive learning environment. (*HSP1 Belmont College Safeguarding and PREVENT Policy; SWP3 Belmont College Disability Policy; SWP4 Belmont College Mental Health and Wellbeing Policy; SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*)

Head of IT & Human Resources

The Head of IT & Human Resources, Mr Abdul Babita, is responsible for developing and maintaining Belmont College's IT systems, databases, digital learning platforms, and information systems, while providing technical support to students and staff. The role also includes maintaining the Belmont College website and

student portal, ensuring secure and reliable access to learning resources and institutional systems. In addition, the Head of IT & Human Resources supports staff recruitment, onboarding, staff records management, and the implementation of fair employment practices, contributing to effective operations, staff development, and compliance with relevant regulatory and data protection requirements. (BCP6 Belmont College Information Security and Cybersecurity Policy; BCP8 Belmont College IT Acceptable Use Policy; BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy)

3.5 Committee Structure

The diagram below indicates the committee structure for Belmont College. For full details of each committee please see their respective Terms of Reference.

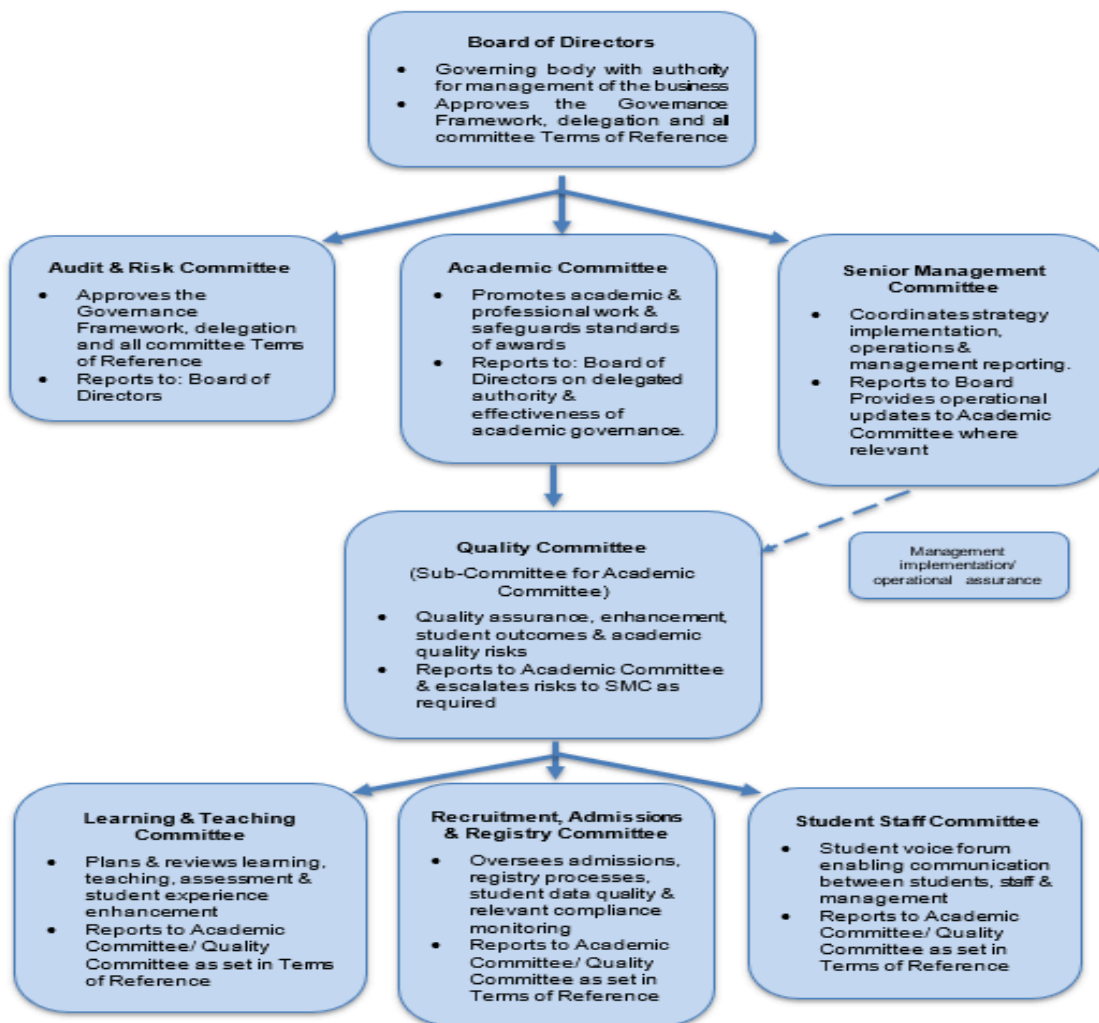


Figure 1: Committee Structure

3.6 Governance Table and Roles & Responsibilities

Bellmont College maintains clear governance and accountability arrangements for quality, standards, student outcomes, risk and regulatory compliance (QGP2

Bellmont College Management, Committee Structure, Organogram and Terms of Reference; QGP6 Belmont College Information Governance, Public Information and Transparency Policy; BCP2 Belmont College Risk Management Policy)

Governance body / committee	Primary role	Reporting / accountability
Board of Directors	Provides ultimate governance oversight, strategic direction and scrutiny of academic quality, standards, student outcomes, regulatory compliance, risk, finance and institutional performance.	Receives assurance through Board committees, Senior Management Committee reporting and escalation routes.
Audit & Risk Committee	Advises on audit, internal control, risk management, financial sustainability and regulatory assurance.	Reports to the Board of Directors.
Academic Committee	Acts as the academic authority and oversees academic governance, academic standards, quality and student outcomes.	Reports to the Board of Directors.
Senior Management Committee	Coordinates strategy implementation, operational delivery, resourcing, compliance, finance and management reporting.	Reports to the Board of Directors and provides operational updates to the Academic Committee where relevant.
Quality Committee	Monitors quality assurance, academic standards, enhancement activity, student outcomes and academic quality risks.	Reports to the Academic Committee and escalates operational actions to the Senior Management Committee.
Learning & Teaching Committee	Reviews learning, teaching, assessment, student experience and enhancement activity.	Reports to the Academic Committee and Quality Committee as set out in Terms of Reference.

Recruitment, Admissions & Registry Committee	Oversees admissions, registry processes, student data quality and relevant compliance monitoring.	Reports to the Academic Committee and Quality Committee as set out in Terms of Reference.
Student Staff Committee	Enables student voice, feedback and communication between students, staff and management.	Reports to the Academic Committee and Quality Committee as set out in Terms of Reference.

Roles and responsibilities

Role	Responsibility
Board of Directors	Governing body with overall authority for the management of the Company's business. Approves the Governance Framework, scheme of delegation and committee terms of reference, and retains ultimate oversight of academic quality, standards, student outcomes, regulatory compliance, risk, financial sustainability and institutional performance. Ensures compliance with relevant OfS conditions, including B1, B2, B3, B4, B5, C1–C4, D, E1, E2 and E3.
Audit & Risk Committee	Mandatory Board committee advising the Board on audit arrangements, internal control, risk management, financial sustainability, regulatory compliance and assurance over OfS requirements. Provides oversight of risks relating to OfS C1–C4, D, E2, E3 and relevant B conditions.
Academic Committee	Mandatory Board committee and academic authority. Promotes academic and professional work, safeguards academic standards and quality, oversees academic assurance from the Quality Committee and reports to the Board on delegated authority. Responsible for oversight of OfS B1, B2, B3, B4 and B5, with relevant links to C1, C2 and E2.

Senior Management Committee	Operational management forum responsible for planning, resourcing, delivery, implementation and management reporting. Provides operational oversight of academic quality, student outcomes, compliance, risk, finance and regulatory delivery. Supports compliance with OfS B1–B5, C1–C4, D and E2.
Quality Committee	Subcommittee of the Academic Committee responsible for academic quality assurance, quality enhancement, student outcomes, assessment standards and academic quality risk monitoring. Escalates operational actions to the Senior Management Committee as required. Supports compliance with OfS B1, B2, B3, B4 and B5, and relevant C1, C2 and E2 conditions.
CEO	Holds executive accountability for implementing the Board-approved strategy and ensuring institutional leadership, regulatory compliance, financial sustainability, quality assurance and successful student outcomes. Accountable to the Board of Directors for delivery of OfS B1–B5, C1–C4, D, E2 and E3.
Head of Quality & Operations	Leads and oversees the quality assurance framework, ensuring compliance with OfS conditions, awarding partner requirements, and the effective monitoring of academic standards, student outcomes, marketing, accountancy and finance functions. Coordinates reporting through the Senior Management Committee, Quality Committee and Academic Committee routes (OfS B1, B2, B3, B4 and relevant C conditions).
Head of Academic Programmes	Provides academic leadership for programme quality and standards, ensuring high-quality learning opportunities and the delivery of positive

	student outcomes, including continuation, completion and progression (OfS B1, B2, B3).
Head of Professional Services	Oversees professional services that support student success across the student lifecycle, including recruitment, admissions, student support and outcomes monitoring. Ensures effective support provision, fair applicant selection, regulatory compliance, and data-informed improvement of continuation, completion and progression outcomes. It should be noted that admissions operate within Liverpool Hope University's framework, with Liverpool Hope University retaining overall accountability for admissions decisions. Ensures admissions decisions, particularly for Foundation Year and non-standard applicants, evidence an overall judgement of potential to succeed. (OfS B2, B3, C1/C5, C3, E2 and F1).
Head of IT & Human Resources	Ensures robust staff recruitment, staff development, and fair employment practices alongside secure, reliable digital systems that support teaching, data management, and regulatory reporting, maintaining alignment with quality and compliance expectations (OfS B1–B4, C1–C3).
Programme Coordinator	Ensures the effective delivery of teaching, learning and assessment at module/block level, maintaining alignment with learning outcomes and the integrity of assessment practices (OfS B2, B4).

4. Programmes

Bellmont College has established several strategic goals for its first two years of operation in line with its vision and mission as detailed above.

Bellmont College delivers the BA (Hons) Business Management programme as a four-year course, commencing at Foundation level. The students progress through

Level C (Year 4), Level I (Year 5), and Level H (Year 6), and are awarded the qualification upon successful completion of all stages.

The College is also planning to introduce additional programmes in the next intakes, including Tourism and Hospitality and Health and Social Care.

Depending on the course and awarding body you are registered with, you receive the relevant programme handbook.

Your programme provides the essential knowledge and understanding, skills and experience required for you to operate effectively and successfully. Integrated within the study of the subject material and modules is the development of IT and intellectual skills related to the analysis of qualitative and quantitative information, critical thinking and problem-solving.

A range of employability skills is developed and practised, including effective communication, numerical proficiency, ICT applications, contemporary communications methodologies, self-management, autonomous learning and team working.

In Foundation Year and at year 4, our aim is to nurture you and engage you in your programme of study, provide you with transitional support to higher education, support your self-awareness enhancement and resilience and enlighten you on the number of development opportunities open to you.

At year 5, we aim to promote your confidence, talent and tenacity through our learning and teaching and further develop your skills and knowledge whilst also supporting you in developing skills needed for progression to Level 6.

At year 6, our plan of action influences and enhances you to show independence and creative thinking through the development of your years of study at Belmont College. Belmont College sharpens your intellectual, personal and professional skills ready to make a contribution in the field of your choice and to the wider society.

4.1 Programme Handbooks

Full details of your programme, including module specifications and learning outcomes, as well as details of assessments, submission deadlines, etc are contained in the relevant Programme Handbook, which is given to you at the start of your programme.

This provides a valuable source of information and should be consulted frequently throughout your studies. Your study programme is subject to the rules, regulations, policies and procedures of Belmont College. These are explained to you during your Induction/Welcome Week and are also available on the website. (*RAP2 Belmont College Student Contract 2025-26; LTP7 Belmont College Academic Progress Procedure; RAP3 Belmont College Information and Schedule of Student Induction*)

4.2 Active Blended Learning

Bellmont College follows an Active Blended Learning (ABL) approach that involves student-centred learning. Rather than just listening to lectures, taking notes and reading, this approach actively engages you in your own learning through meaningful activities such as discussions, debates, team-based learning, application exercises, problem-based learning, case studies and project-based work.

The blended learning approach involves multiple modes of delivery, including a combination of face-to-face teaching and online, technology-enhanced learning, as well as preparation or extension activities and independent study. Teaching is practical, inclusive and collaborative, and clearly linked to learning activities outside of the taught session. Contact time on programmes may involve seminars, workshops, small or large group sessions, lectures, e-learning activities, group or one-to-one tutorials or off-site activities.

This approach to learning supports the development of subject knowledge and understanding, independent and self-directed learning, and digital capability. It is designed to help you develop confidence, autonomy and key employability skills.

For programmes delivered in partnership with other institutions, this approach is applied in line with the partner institution's requirements while maintaining Belmont College's expectations for student engagement, inclusivity and positive outcomes.

4.3 Assessment

Assessment is a means of checking what you have learnt. Apart from being given a grade/mark to measure if you have passed or failed, assessments also:

- Gives insight to your tutors about how well you are doing on your programme or if you need extra support and gives them the opportunity to provide you with feedback that will further enhance your skills and development.
- Motivates you to do better, study more, and organise your time more effectively integrating your own time of study alongside your lessons.

(i) Types of Assessment

During the course of your programme, you will complete a series of assessments; these may be in the form of an essay, short test, portfolio, report, reflective piece, poster presentation, individual or group presentation, literature review or business plan. Assessments are designed fairly and specifically for you to demonstrate what you have achieved throughout your learning and present the learning outcomes, and develop essential skills associated with the module.

(ii) Assessment Schedules and Assignment Briefs

For each module you will be given an assessment schedule, outlining the submission and return/feedback dates and a brief that describes the assignment, and the learning outcomes it relates to, as well as the marking criteria and

weightings. These details can also be found on the Belmont College website and in your Programme Handbook.

(iii) Submissions and Deadlines

All assessment work, except items with exemption, must be submitted on or before the deadline given in your programme guides, unless an extension has been granted in advance. It is a good idea to note all of your submission dates well in advance to ensure that you have scheduled enough time to complete your assessments. Missing deadlines can seriously impact on your marks and even the successful achievement of your award.

All your work should be submitted electronically and also submitted through an originality checking database like Turnitin. Work cannot be emailed or given directly to your Module Tutor; such submissions cannot be accepted and will not be marked.

Originality checking databases like Turnitin are useful plagiarism detection tools which automatically check levels of similarity in the work you produce against other published and previously submitted work.

This tool can serve two functions:

- it provides you a means on how to avoid plagiarism by referencing correctly and being alerted to any plagiarism detected in your work.
- it contributes to and provides evidence for presumed cases of plagiarism.

If you are experiencing difficulties with an assessment, always speak to your Academic Support Tutor, Module Tutors, Programme Coordinator or the Head of Academic Programmes in good time before the submission deadline.

(iv) Extensions

We try to be supportive where students have genuine difficulties and, in such cases, you should contact your Module Tutor or Academic Support Tutor in advance of the submission deadline to discuss the possibility of an extension. However please note that no extensions can be granted for pressures of work or family that could have reasonably been anticipated in advance, or for sudden failures of laptop or other equipment and loss of work. Students are expected to manage their time effectively and ensure their work is securely saved.

(v) Academic Regulations

Various procedures and regulations are used to ensure the quality, standards, appropriateness and fairness of assessments. Belmont College explains these regulations to you during your Induction/Welcome Week and also whenever an assessment is outlined to you as it is very important that they are followed correctly. These regulations cover, for example, submission deadlines, grading criteria, extensions and mitigating circumstances, marking and moderation, results and progressions, the ratification of results at Assessment Boards and appeals. Full details on all these processes are also available from your Module Tutor, the Head

of Academic Programmes and the Head of Quality. (*LTP2 Belmont College Assessment and External Examining Policy; LTP8 Belmont College Mitigating Circumstances Policy; CAP5 Belmont College Academic Appeals Policy; SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*)

(vi) Additional Support

Students who have a disability, medical condition, or other additional need may request additional support or adjustments e.g. for time-constrained tests conducted during taught sessions. Please consult the Head of Academic Programmes, for further information. Students may be required to attend an appointment and/or provide supporting evidence to Belmont College for such adjustments to be made.

(vii) Feedback

Students receive both formative and summative feedback throughout their programme.

- **Formative feedback** - is ongoing feedback on your development and progress over the course of the module, sometimes during, or after, specific activities.
- **Summative feedback** - is formal feedback on a submitted, graded assessment. This is usually in electronic form or may be written, recorded on audio-CD/MP3, verbal or face-to-face.

Feedback may be provided by your Module Tutor or Academic Support Tutor or in the form of 'peer-feedback' from others in your student group or you may be asked to give your own feedback on your own work.

Formal feedback is designed to help your understanding of the assessment criteria and grading process, and how to improve your future performance. Feedback will normally be provided within a set timeframe in line with college policy. (*LTP2 Belmont College Assessment and External Examining Policy; LTP1 Belmont College Learning, Teaching and Assessment Strategy*)

(viii) Academic Integrity and Plagiarism

Bellmont College takes the assessment process very seriously. It is expected that any work that you submit is your own and where other sources are used, these must be clearly acknowledged and appropriately referenced

- The term '**academic integrity**' is used to describe the honest approach you are expected to take concerning assessment work that you submit.
- The term, '**plagiarism**' refers to work that you intentionally, or unintentionally, pass off as your own but which has been authored by another person or other persons.
- The term '**academic misconduct**' refers to plagiarism or other misconduct such as cheating or collusion, where students have worked together on a task that was intended to be individual.

Academic misconduct is taken seriously and may result in penalties ranging from a formal warning to reduced or failed grades, restrictions on reassessment, or, in serious cases, withdrawal from the programme

Full details of the College's stance on good academic practice and academic misconduct are provided in the relevant College policy (Academic Integrity and Misconduct Policy). Belmont College strongly encourages and supports good academic practice through study skills support and training. (*LTP10 Belmont College Malpractice & Maladministration Policy; LTP11 Belmont College Student Partnership – Declaration of Authenticity*)

(ix) External Examiners

External Examiners, experienced academics from other higher education institutions, are involved in moderating your assessed work in order to ensure that assessment processes are fair and appropriate, and that standards and awards are comparable to equivalent programmes offered elsewhere. External Examiner's reports, and our response to them, are reviewed at relevant Belmont College committees, and used to support continuous improvement.

5. Student Support

At Belmont College we welcome students from all backgrounds and wish to support you in developing your full academic and personal potential. We are committed to providing you with advice and guidance on whatever academic, pastoral, disability and/or employability support you may need during your studies. The individuals/support services detailed below may be approached for advice and guidance either directly, by appointment or by email. If you send a query by email, please remember to include your full name, student ID number, programme of study and contact details.

5.1 Learner Support Model

Belmont College operates a Learner Support (LS) model that offers direct, friendly, professional and confidential advice and support on site via members of the Belmont College Student Support Team. In the first instance please always contact the Head of Academic Programmes or another member of the Team.

The Learner Support (LS) model has the following four aspects:

- Professional Support
- Specialist Support
- Programme Focused Academic Support
- Programme Focused Professional and Academic Support

5.1.1 Centralised Professional Support

For general advice on your programme choice, deferrals, extensions, extenuating circumstances, rules and regulations, Belmont College policies, facilities, and resources, your first port of call will normally be the Head of Academic Programmes, who can either answer your query directly or refer to you to another member of the team, as appropriate. (*LTP8 Belmont College Mitigating Circumstances Policy; ; CAP4 Belmont College Fees, Refunds and Compensation Policy; CAP1 Belmont College Student Protection Plan and Policy*)

Contacts:

Bellmont Head of Academic Programmes	General advice & student support	Tel: 02039297665
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5.1.2 Specialist Support

Bellmont College is committed to equality and to supporting students from disadvantaged backgrounds or with disabilities or learning differences to achieve their full potential. If you require specialist support or find yourself in difficulties, we are here to help you.

5.1.3 Lifestyle Support

For confidential lifestyle-related support e.g. about accommodation or financial matters, wellbeing advice and guidance, and/or counselling support please contact the Head of Academic Programme.

5.1.4 Disability Support

For confidential support regarding physical or sensory impairments, disabilities or specific medical conditions and needs please contact the Head of Academic Programmes

5.1.5 Mental Health Support

Bellmont College is supporting staff in training as Mental Health First Aiders (MHFA).

Contacts:		
Bellmont Head of Academic Programmes	Lifestyle-related support including: (accommodation, finance, well-being, etc), disability advice and counselling	Tel: 02039297665

5.2 Programme Focused Academic Support

Bellmont College provides detailed academic support in relation to your chosen programme. This is overseen by the Head of Academic Programmes and delivered via the Module Tutors and Academic Support Tutors. If you have any queries about your programme or module content, teaching, delivery schedule or assessments you should in the first instance contact the relevant Module Tutors directly. If your query is unresolved, you may then contact the Head of Academic Programmes, for additional support. If you have an issue concerning Academic Quality and Standards you can contact the Head of Quality.

5.2.1 Academic Support Tutor

At your Induction/Welcome Week you will also be assigned a Personal Tutor, from amongst the Module Tutors, who will be your personal academic tutor for the duration of your study at Belmont College and who will meet with you, normally once a term but more often if required, to discuss your progress and any issues arising. We recognise that students sometimes run into difficulties which can affect their ability to engage fully with their studies. If you are experiencing any such difficulties, please do talk them through with your Personal Tutor, or the Head of

Academic Programmes who may be able to arrange additional support for you or assist with completing a mitigating circumstances form or applying for an extension, as appropriate. (*LTP8 Belmont College Mitigating Circumstances Policy; SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*)

5.2.2 Individual Learning Plan (ILP)

Either your Personal Tutor, or the Head of Academic and Pastoral Support, will support you in completing an Individual Learning Plan (ILP) during your Induction/Welcome Week or at the start of your first term. This short form enables you to identify your learning goals as well as your strengths and any areas that you would like additional support with during your time at Belmont College. Your Personal Tutor will review your ILP with you on a termly basis. Your Module Leaders are also there to guide with this.

Contacts:		
Bellmont Module Tutors	Module & Assessment support	Please refer to the list of Module Tutors, and their contact details that will be given to you at the start of your programme.
Bellmont Personal Tutor	Academic programme & Individual Learning Plan support	Please insert the name and contact details of your Personal Tutor here once assigned:
Bellmont Head of Academic Programmes	Programme support	Tel: 02039297665
Bellmont Head of Academic Programmes / Programme Coordinators	Individual Learning Plan support	Tel: 02039297665

5.2.3 Study Skills Support and Employability Support

Bellmont College provides an extensive Study Skills that begins during your Induction/Welcome Week, runs on a weekly basis during your first term, and then continues on a regular basis, supplemented by individual support as needed, during subsequent terms.

Study Skills sessions, led by the Head of Academic Programmes, include academic writing, referencing and presentation skills. The sessions are run live and are also recorded so that they are available for playback at any time.

Employability skills sessions are also run by the Head of Academic Programmes, and includes CV writing, applications and interview skills. These sessions are also run live and recorded so that they are available for playback at any time.

The Employability Sessions are enhanced by Master Classes/Workshops by visiting industry professionals organised by the Student Support Team and coordinated by the Head of Academic Programmes.

5.2.4 Digital Skills Support

The study skills sessions also incorporate digital skills training and additional technical/ IT support is provided by the Head of IT and Human Resources.

5.2.5 Library Support

Library support at Belmont College is provided by the Head of Academic Programmes, as well as the Module Tutors and Academic Support Tutors.

Contacts:		
Bellmont Head of Academic & Pastoral Support	Study Skills, Library & Employability Support	Tel: 02039297665
Bellmont Head of IT and Human Resources	Digital skills & IT support	itsupport@bellmontcollege.co.uk Tel: 0203 840 9294

6. Studying at Belmont College

6.1 Contacting You

Every student will be provided with an email address. Email addresses are based on partnered institutes. To access your mail - A setup guide and login details will be sent to your personal email account. Please ensure we have the correct details for this (see below).

During your time at Belmont College, Belmont College contacts you quite regularly with important information about your programme, timetabling, schedule changes, special events or other matters. Contact is usually via your email or phone call. It is therefore essential that you access your email on a regular basis. Your Student Representatives will also contact you via your email.

Contact may also occasionally be by phone/text or by letter. Therefore, you must ensure that your contact details (personal email, mobile phone number and postal address) that we have for you are kept up to date. Please inform any changes promptly to Reception so that your details can be updated.

6.2 Student ID Number and Password

On enrolment you are given a Student ID number and a temporary password to enable you to access the student moodle and partner institutes portals. Your student ID number is your Username and cannot be changed.

You are asked to replace the temporary password with one of your own choice the first time that you log on to the system. This ensures that your personal account is secure so please remember it and do not share it with anyone. If you have any problem logging on to the portals, please report this to reception who will direct you to a specific member to resolve the issue.

6.3 Website

Much key information can be found on the Belmont College website <https://bellmontcollege.co.uk/> and partner institutes website. Hard copies, or copies in other formats, can also be requested from reception or your Academic Support Tutor in case of need.

The online platform, known as a Virtual Learning Environment (VLE), used for your studies at Belmont College is Moodle. It can be accessed on (you are provided with an access key during your Induction/Welcome Week) which enables you to access information on your programme and all your modules as well as details of your assessments, submission deadlines, etc. and to submit your assignments online via the Turnitin software.

6.4 Learning Resources

Once you have registered on the Belmont College Moodle platform, you have automatic online access to all the key eBooks and materials needed for your programme. The College also has a small physical library, but all your core texts are available digitally online enabling you to study from anywhere at any time. If you have any query about materials or resources, please raise this with either your Module Tutor or Academic Support Tutor.

6.5 IT Services

Much of the Belmont College and programme information and communication are digital so it is vital that you fully familiarise yourself with the Belmont College's online learning environments so that you can get full benefit from the extensive online resources and facilities. If you have any difficulties with Belmont College's facilities, please contact the Head of IT and Human Resources.

6.6 ID Cards

On enrolment you are issued with an ID card and lanyard. For ID and security purposes you should wear this at all times when on the college premises and to register for face-to-face classes and tutorials.

7. Attendance and Engagement

While studying at Belmont College we expect you to commit to taking responsibility for your own learning and to actively engage with your studies. This means: participating fully in the Induction/Welcome Week; attending all face-to-face or online sessions/seminars/ workshops and group learning activities; attending any

scheduled meetings with your Academic Support Tutor, other Belmont College staff member, or member of your student group for scheduled group activities related to your programme; and setting aside sufficient time for your private study/research.

We ask you to practise punctuality so that sessions can always start on time, as scheduled, out of respect for your tutors and fellow learners. Please note that smoking is not permitted throughout the premises (No Smoking Policy), and no alcohol or non-medicinal drugs are to be consumed in teaching rooms or computer labs. Please use the designated common room for snacks or meals and the designated recycle bins for recycling. (*BCP8 Belmont College IT Acceptable Use Policy; HSP3 Belmont College Sustainability & the Environment Policy*)

7.1 Attendance

Bellmont College is required to maintain and monitor detailed and accurate records of attendance for every enrolled student for scrutiny by relevant authorities as permitted. Failure to maintain attendance at 85% and above may lead to the reduction or suspension of payment of UK government-funded Student Loans or even repayment of funding already received. (*LTP9 Belmont College Attendance, Retention and Submissions Policy; CAP1 Belmont College Student Protection Plan and Policy; CAP4 Belmont College Fees, Refunds and Compensation Policy*)

If you are unable to attend a session or activity for any reason then you must inform the College of your absence, and the reason for it, without delay by emailing registry@bellmontcollege.co.uk. If your absence is for longer than three consecutive days you will be asked to provide medical, or other, evidence to support the reason given for your absence.

7.2 Engagement

If your Module Tutor is concerned about your level of engagement, then either your Academic Support Tutor (or) the Head of Academic Programmes contacts you. This provides an opportunity to discuss any concerns and for you to receive advice and guidance to help you get back on track. If you do not respond or completely fail to re-engage with your studies, you may be deemed to have withdrawn from your programme.

7.3 Mitigating Circumstances, Extensions and Study Breaks

We recognise that sometimes personal circumstances may cause severe disruption to your studies (for example due to illness, unforeseen or unexpected events). In such instances, please contact your Academic Support Tutor (or) the Head of Academic Programmes at the earliest opportunity to discuss additional support of Mitigating Circumstance, Extension of deadlines or the possibility of taking a study break. (*LTP8 Belmont College Mitigating Circumstances Policy; SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*)

7.4 Withdrawal from Study

If you are thinking of withdrawing from your programme, please don't just leave. Please speak with your Academic Support Tutor (or) the Head of Academic Programmes for guidance and advice and, if your decision is definite, for details on how to complete the formal withdrawal procedure to prevent future complications or fee liabilities. You may also wish to discuss future career plans and employability with the Head of Academic Programmes (or) Programme Coordinator at Belmont College. (*LTP7 Belmont College Academic Progress Procedure; CAP4 Belmont College Fees, Refunds and Compensation Policy; CAP1 Belmont College Student Protection Plan and Policy*)

7.5 Student Code of Conduct

Bellmont College expects all students to behave in a respectful, responsible and professional manner. This Code of Conduct supports a safe, inclusive and productive learning environment for students, staff, visitors and partners, whether learning takes place on campus, online or through College-related activities. (*QGP4 Belmont College Student Handbook; SWP2 Belmont College Equality, Diversity and Inclusion Policy*)

This Code applies to behaviour on College premises, in classes and tutorials, during online learning, when using College systems, at College events, and in any situation where a student's behaviour may affect the College community, another person or the reputation of Belmont College. (*QGP4 Belmont College Student Handbook; HSP2 Belmont College Health and Safety Policy*)

Expected standards of behaviour

Students must treat other students, staff, visitors and members of the public with courtesy, dignity and respect. Bullying, harassment, intimidation, discrimination, abusive language, threatening behaviour or victimisation will not be tolerated. (*SWP2 Belmont College Equality, Diversity and Inclusion Policy; CAP3 Belmont College Complaint and Appeal Policy and Procedure*)

Students must engage positively with their studies by attending scheduled sessions, arriving on time, participating appropriately, responding to College communications and informing the College promptly if they are unable to attend or engage for a valid reason. (*LTP9 Belmont College Attendance, Retention and Submissions Policy; LTP7 Belmont College Academic Progress Procedure*)

Students must act with academic honesty and submit work that is their own. Plagiarism, cheating, collusion, commissioning work from others, misuse of artificial intelligence, falsifying evidence or any other form of academic misconduct is not acceptable. (*LTP6 Belmont College Academic Integrity and Misconduct Policy*)

Students must use College facilities, learning resources, IT equipment, online systems and shared spaces responsibly. This includes keeping passwords secure, respecting copyright and confidentiality, not accessing or sharing offensive or unlawful material, and not damaging or misusing College property. (*BCP8 Belmont College IT Acceptable Use Policy; BCP6 Belmont College Information Security and*

Cybersecurity Policy; LTP12 Belmont College Intellectual Property Copyright and Use of Learning Materials Policy)

Students must help maintain a safe learning environment by following health and safety instructions, wearing ID cards where required, reporting hazards or incidents, and not bringing alcohol, non-medicinal drugs or dangerous items onto College premises. *(HSP2 Belmont College Health and Safety Policy; HSP1 Belmont College Safeguarding and PREVENT Policy)*

Students must use social media and digital communication responsibly. They must not post or share material that is bullying, discriminatory, threatening, defamatory, confidential, misleading, or damaging to another person or to the College community. *(BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy)*

Students must respect the rights and privacy of others. Photographs, recordings or personal information relating to students, staff or visitors must not be taken, used or shared without appropriate permission, unless required for an authorised academic or College purpose. *(BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy)*

Students are expected to raise concerns honestly and through the appropriate College process. Concerns should be raised respectfully and should not be malicious, vexatious or deliberately misleading. *(CAP3 Belmont College Complaint and Appeal Policy and Procedure; QGP8 Belmont College Whistleblowing and Public Concern Policy)*

Support, reasonable adjustments and wellbeing

Bellmont College recognises that some conduct or engagement concerns may be linked to disability, wellbeing, mental health, personal circumstances or other support needs. Where appropriate, the College will consider support, signposting and reasonable adjustments while also protecting the safety, dignity and learning experience of others. *(SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy)*

Students who are experiencing difficulties should contact their Academic Support Tutor, Module Tutor, Programme Coordinator or the Head of Academic Programmes as early as possible so that appropriate advice, support or referral can be considered. *(QGP4 Belmont College Student Handbook)*

Examples of misconduct

Misconduct may include behaviour that disrupts learning, damages property, breaches health and safety requirements, misuses IT systems, harasses or discriminates against others, breaches confidentiality, falsifies information, threatens or harms another person, or brings Belmont College into disrepute. *(HSP2 Belmont College Health and Safety Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy; BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy)*

Academic misconduct is handled under the relevant academic procedure and may include plagiarism, collusion, cheating, contract cheating, falsification, impersonation or other dishonest conduct connected to assessment or academic work. (*LTP6 Belmont College Academic Integrity and Misconduct Policy*)

How concerns may be handled

Where a concern is raised, Belmont College normally seeks to resolve minor issues informally and supportively where appropriate. More serious or repeated concerns may be considered under the relevant College process, and students may be asked to attend meetings, provide information or follow agreed actions. (*QGP4 Belmont College Student Handbook; LTP7 Belmont College Academic Progress Procedure*)

Possible outcomes depend on the seriousness and circumstances of the case. Outcomes may include advice, a written reminder of expectations, a support plan, referral to student support, restrictions on access to facilities where necessary, formal action under the relevant procedure, or referral to the awarding or partner institution where required. (*LTP6 Belmont College Academic Integrity and Misconduct Policy; LTP10 Belmont College Malpractice & Maladministration Policy*)

Students are treated fairly and consistently, and they are normally given an opportunity to respond to concerns before any formal outcome is decided. Students may use the relevant appeal or complaint route where this is available under the applicable procedure. (*CAP5 Belmont College Academic Appeals Policy; CAP3 Belmont College Complaint and Appeal Policy and Procedure*)

Student responsibilities

All students are expected to:

- read and follow the Student Handbook and relevant College policies;
- behave respectfully towards students, staff, visitors and the wider community;
- attend, engage and communicate with the College in a timely manner;
- act honestly in academic work and assessment;
- use College facilities, systems and resources responsibly;
- raise concerns through the appropriate process;
- seek help early if personal circumstances may affect conduct, attendance or engagement.

This Code of Conduct is intended to protect the learning environment and help all students benefit from a respectful, inclusive and supportive College community. (*QGP4 Belmont College Student Handbook; QGP1 Belmont College Quality Handbook*)

8. Equality, Diversity and Inclusivity

Bellmont College welcomes students from all backgrounds and has created an environment based on equality, diversity and inclusivity. We recognise our

responsibilities under the Equality Act 2010 to protect the rights of individuals, prevent discrimination of any kind and advance equality of opportunity for all (*SWP2 Belmont College Equality, Diversity and Inclusion Policy; SWP3 Belmont College Disability Policy*).

9. Complaints and Appeals

9.1 Complaints

Bellmont College has a detailed complaints procedure in place. Ideally, issues are resolved informally and at an early stage, but where necessary they can be escalated until an acceptable resolution is found. The resolution sequence goes from an informal complaint process, to a formal complaint process, to referral of the complaint to the Office of the Independent Adjudicator (OIA). The process, including timelines and the relevant forms, is detailed in the relevant College policy (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*).

Students are informed of the complaints procedure during Induction/Welcome Week and reminded of it periodically during their studies. Details of the procedure are also included in Student Representative training. The relevant College policy is available on the Belmont College website and in hard copy, or alternative formats as needed, on request from Reception or via your Academic Support Tutor (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*). Belmont College takes all complaints seriously; complaints are logged and outcomes are reviewed on a termly basis by the Senior Management Team.

9.2 Academic Appeals

An academic appeal is defined as a request for a review of a decision made by an academic body relating to student assessment, progression, or awards. Grades awarded for your work are subject to a rigorous process of marking and moderation, including marking by academic staff, internal moderation, approval by the Assessment Board, and oversight by an External Examiner. As such, Belmont College does not normally accept appeals against academic judgement, except in exceptional circumstances.

In the first instance, if you have any concern about the grading of an assessment you should raise this with the relevant Module Tutor for further explanation. If you are dissatisfied with the response, then you may raise an Academic Appeal within Belmont College if you have evidence for any of the following grounds:

- A procedural irregularity (including administrative error) has occurred which resulted in the assessment procedure not being applied correctly;
- That there has been prejudice or bias on the part of one or more of the markers resulting in detriment to the grade awarded;
- That there were circumstances affecting your performance that it was not possible to inform the marker(s) or Assessment Board in advance.

Full details on how to make an academic appeal and the process for deciding an appeal are provided in the relevant College policy (*CAP5 Belmont College Academic Appeals Policy*).

10. Administrative Services

10.1 Letters

If you require a letter confirming your student registration or for another specific purpose, such as to register with a doctor, please contact Reception. Council Tax exemption letters are provided to you on enrolment upon request.

11. Student Representation

Bellmont College places great importance on engaging, listening to, and responding to the student voice; you, the student, are at the heart of all we do. The College's Student Representation system ensures that students can contribute to decision making, that their views are respected and acted upon, and that there is a formal mechanism for engagement with College management, alongside informal channels of communication.

Each programme elects Student Representatives who participate in the termly Student Staff Committee (SSC). This student-led Committee, attended by members of the Senior Management Team, provides a structured forum for raising issues, sharing feedback, and agreeing actions to enhance the student experience. Outcomes and recommendations from the SSC are considered by other key committees, including the Senior Management Committee, Quality Committee, and Learning and Teaching Committee.

Student Representatives are normally elected at the start of the academic year (with opportunities for re-election), allowing broad participation in representation. Belmont College provides training for Student Representatives, including guidance on their role, student engagement, and how to raise issues such as complaints and appeals. *(QGP5 Belmont College Student Representative Handbook)*

12. Safety and Security

12.1 ID Cards and Lanyards

These must be always worn while on Belmont College premises so as to prevent unidentified individuals accessing the building. If you wish to bring a guest into the building at any time, permission must first be obtained from the. All such guests or visitors MUST be signed in at reception on entry and exit. This is also obligatory in case of emergencies like fires. *(HSP2 Belmont College Health and Safety Policy; HSP1 Belmont College Safeguarding and PREVENT Policy)*

12.2 Online Safety

You must be vigilant when using any computer at Belmont College. Some useful tips to follow are:

- Never open attachments in unsolicited emails or click on web links within such messages.
- Never provide any personal information in response to unsolicited email.

- Scan any files you receive from external sources using anti-virus software before opening or attempting to use them.
- Do not attempt to download unauthorised programmes (such as screensavers or joke programmes) to Belmont College's devices.
- When submitting assignments, save your work first as an Adobe pdf document using the 'Save As' option within Office. This will help to prevent the possibility of others tampering with your work.
- Install anti-virus and anti-malware software on any of your own devices that you use on the premises and ensure they are regularly updated to the latest version.
- Install a personal firewall and ensure that your Operating System automatically installs updates.
- Also please note that all usage of Belmont College's computers is monitored and no downloading of music or movie files, shareware programmes or access to illicit sites, such as gambling, dating or pornography sites, is permitted at any time. Usage of Belmont College's equipment and devices is for academic purposes only.

12.3 Social Media

Please use social media cautiously. Never disclose any personal confidential information about yourself or the College and take care to protect both your own and the College's reputation and public image. Social media should never be used to bully, intimidate or harass any other student or member of staff. Furthermore, you must get consent before you upload any photos onto social media, of those individuals from those individuals directly. (*BCP8 Belmont College IT Acceptable Use Policy; BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy*)

12.4 Data Protection

Any data that we hold about you is collected and stored in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the key principles set out in the legislation (*BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy*). Belmont College's GDPR Policy is available on the Belmont College website under Policies and Procedures. (*QGP6 Belmont College Information Governance, Public Information and Transparency Policy*)

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

12.5 Competition and Markets Authority (CMA)

Our marketing and advertising are designed to be compliant with CMA guidance and Consumer Protection Law. (*CAP2 Belmont College Consumer Protection Policy and Implementation Framework; QGP6 Belmont College Information Governance, Public Information and Transparency Policy*)

12.6 PREVENT

We follow the statutory obligations and PREVENT Duty Guidelines required of all Higher Education institutions by the Counterterrorism and Security Act 2015 to prevent individuals being drawn into terrorism. All staff must undertake PREVENT training and PREVENT guidance will also be included as part of your Induction/Welcome Week. If you have any concerns about the behaviour of another student and consider that these could fall under the remit of PREVENT, please raise these concerns with your Academic Support Tutor or the Head of Academic Programmes, who will then be able to follow the recommended policy and procedure in this context. If you ever feel that you are being coerced into behaviours that may fall under the remit of PREVENT, please contact your Personal Tutor, or the Head of Academic and Pastoral Support, for support and advice. (*HSP1 Belmont College Safeguarding and PREVENT Policy*)

12.7 Health and Safety

We comply with all regulations under the Health and Safety at Work Act 1974 and ask you to do the same on site (*HSP2 Belmont College Health and Safety Policy*).

12.8 First Aid

The First Aid box is kept at Reception along with the list of our designated First Aid officers. Any accidents or injuries should be reported immediately to reception and logged, and assistance should be obtained from one of our qualified First Aiders.

12.9 Fire Prevention

At Induction/Welcome Week Belmont College informs you of Fire Safety procedures, Fire Exits and the Fire Assembly points as well as the designated Fire Marshall for Belmont College. Please report any fire immediately to Reception and follow fire evacuation procedures. Do not use the lift in case of fire. (*HSP2 Belmont College Health and Safety Policy; BCP3 Belmont College Business Continuity Plan; BCP2 Belmont College Risk Management Policy*)

All rooms and public areas at Belmont College have clear notices describing the correct action to be taken in the event of a fire. In such an event, the fire alarm is sounded, and the fire brigade is called. The premises must be evacuated as quickly as possible. Coded doors open automatically in case of a fire. The lift is not to be used in the event of fire.

If you observe a fire:

- Sound the alarm bell by smashing the glass on a fire bell switch
- Evacuate the building by a safe route

If you hear the fire alarm:

- Leave the building by the nearest route, avoiding the lift
- Assemble outside at the Fire Assembly point
- Do not re-enter the building until given the all-clear

The fire alarm is tested periodically, and you are notified when this occurs. If the alarm sounds for longer than a few seconds you should treat it as a real alarm and vacate the building as per the fire instructions.

13. College-wide Policies

13.1 Equal Opportunities

Bellmont College is committed to equal opportunities, in terms of equal access and fair treatment, for all regardless of any protected characteristic, and is opposed to any form of racism, sexism or discrimination. The College's approach to equality, diversity and inclusion extends to all aspects of its operations, including teaching, administration, management and support (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*).

Bellmont College aims to provide a safe and supportive environment that accommodates the diverse needs of students and staff so that all can achieve their full potential. All students and staff expected to treat each other with respect and dignity at all times.

13.2 Health and Safety

The College complies with all relevant Health and Safety legislation, is appropriately insured and has undertaken the appropriate Fire Risk and Safety Assessments (*HSP2 Belmont College Health and Safety Policy*). It has all the appropriate fire safety equipment installed, has a trained Fire Marshal on staff and conducts regular fire alarm testing and periodic fire safety drills. It has First Aid equipment in Reception, has a qualified First Aider on staff and any accidents or injuries are logged and reviewed at SMC so that action can be taken to prevent further accidents or injuries.

13.3 Public Information

Bellmont College aims to ensure that any Public Information on its educational provision or services is accurate, comprehensive and up to date. All Public Information is reviewed, recorded and signed off by the CEO prior to publication. This refers to website materials, leaflets, documents, printed materials, broadcast material, or social media. (*QGP6 Belmont College Information Governance, Public Information and Transparency Policy*)

All public information complies with the requirements set by the Competition and Markets Authority (CMA) and is accurate, fair, reasonable and timely. Public information is intended to:

- Provide internal, as well as external, stakeholders with accurate information about Belmont College’s programmes, facilities, resources and services.
- Provide appropriate information for students and other stakeholders to enable them to make informed decisions about Belmont College.
- Enable clear and effective communication about, and within, the institution.
- Meet any applicable legal and regulatory obligations: for example, relating to copyright, data protection, or Office for Students’ requirements. (*LTP12 Belmont College Intellectual Property Copyright and Use of Learning Materials Policy; General Data Protection & Regulation (GDPR) Policy*)

The requirements for public information apply to all Belmont College public information and cover printed, electronic and broadcast formats (*QGP6 Belmont College Information Governance, Public Information and Transparency Policy*).

Bellmont College Student Handbook					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	Head of Quality and Operations	New Document	Board of Governors	February 2024
2	February 2024	Head of Quality and Operations	Updated Document	Board of Governors	October 2024
3	October 2024	Head of Quality and Operations	Revised Document	Board of Governors	October 2025
4	March 2026	Head of Quality and Operations	Revised Document	Board of Directors	March 2027