

## **Student Code of Conduct**

A simplified version of the Code of Conduct, as agreed with students, is included in the student handbooks.

To clarify the following is a more detailed understanding of that Code and acts of misconduct where on campus and areas associated with the University students are to uphold the spirit of the Student Charter and:

1. behave responsibly and within the law, fostering mutual respect and understanding between all members of the University community, on and off campus<sup>1</sup>;
2. recognise and tolerate differing opinions and freedom of expression / speech of others, such as staff and peers during academic debate
3. communicate in ways that does not deliberately or obviously offend others (not using abusive or obscene language or engaging in any form of violence or anti-social behaviour) on campus, digitally (ie social media) and within the local community
4. comply with reasonable requests by members of staff and communicate in a respectful, professional manner (such as through email, Google Classroom and social media groups)
5. ensure mobile phones and other personal media devices remain personal and do not interfere with study (such as not using mobiles during lectures)
6. comply with the University Dignity at Study Policy and Sexual Violence & Misconduct Policy; relating to zero tolerance for all forms of bullying, harassment and sexual misconduct; both on and off campus and via digital communications (ie social media / messenger / chat groups)
7. comply with the Equality, Diversity & Inclusion Policy; relating to zero tolerance of breaches of the Equality Act 2010, including expressions of hatred (ie hate speech) towards individuals or groups on account of their protected characteristics
8. comply with the University ICT Acceptable Use Policy and Data Protection Policy (internet for educational use, no download / installation of executables, sending or receiving material that may cause offence or sending of personal details, images, memes or recordings etc. of other students, members of staff or clients (including others' work) without permission)
9. attend all timetabled class/studio/workshop sessions whenever possible (starting the session on time and remaining until the time-tabled end of the session)
10. contribute positively to the work of individual programmes / courses, working in groups when required and when in collaboration with other programmes / courses
11. treat all University property and resources with respect (ie. items loaned from the ERC or IT) extending to the work and property of fellow students and staff
12. respect the University physical environment, including not littering or graffitiing

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<sup>1</sup> this includes complying with regulations and guidance associated with a pandemic, if in place, such as: observing social distancing measures and social gathering sizes; wearing a face covering when required (if not exempt); observing self-isolation and/or quarantine restrictions (under NHS Test & Trace or returning from a country not on the UK government travel corridor list); plus any other examples not listed here.

13. respect the University virtual environment, when applicable, treating other users with respect and dignity
14. not act in a way that adversely affects University operations or impedes safety (compliance with the University's H&S policies (such as observing fire alarms) and to any specific requirements that apply to areas of work/study
15. not bring alcohol onto the campus (except when permitted for official organised events)
16. not possess, use or supply illegal substances / prescription drugs or other substances that produce a legal high on campus unless specifically prescribed
17. not consume alcohol while on campus other than during organised events
18. not make vexatious or malicious complaints about a student or member of staff
19. not act in a way that could reasonably be classed as misconduct or a criminal offence (such as theft / fraud).

Off campus, the University works hard to build good relationships with the local community. It works with local representatives such as the Council and the Police in order to help make University campuses and the surrounding areas safe, friendly environments to live and work. In that context, students are to:

20. help to support these relationships in the way that they conduct themselves in the surrounding area
21. be considerate to neighbours, as well as fellow housemates, especially in relation to noise levels and disposal of refuse/recycling
22. act within the law and not engage in activity or behaviour that is likely to bring the University into disrepute.

Students must disclose immediately to the University, via subject leader, if they are under investigation for, charged with, and/or convicted of, a serious criminal offence.

Relevant policies and procedures are available on the Student Portal and via student handbooks, therefore ignorance of the policies or procedures will not be a valid excuse for breach of the Code of Conduct.

### **Notes on Student Code of Conduct**

With regards to misconduct it is important to understand how seriously different acts will be treated - this is particularly important in relation to sexual misconduct as different acts arising from the same type of behaviour may be treated very differently. For example, in relation to the unacceptable behaviour of *kissing without consent*, the act of forcefully kissing another on the lips is likely to be regarded as a more serious misconduct than the act of lightly kissing another on the back of a hand.

The examples of unacceptable behaviour and examples of sanctions have not been separated into serious and less serious disciplinary misconduct in the section below. Examples of unacceptable behaviour are not exhaustive and the University can bring an action in relation to other unacceptable behaviour, that is behaviour that a reasonable person would find unacceptable.

The indication of the sanctions which may be applied if certain behaviour is found to have taken place is illustrative only - a list of the sanctions which may be imposed by the University are set out

in the main body of these procedures - after the aggravating factors and mitigation have been considered there will be instances when certain behaviours which would usually be considered to be less serious are in fact more serious and will require a more robust sanction and there will be instances when certain behaviours which would usually be considered to be serious in fact result in a less serious sanction.

Students should be aware that multiple or repeated incidents of misconduct, even if each individual case was minor, may be more serious than one single act of misconduct and previous findings may be taken into account when determining what sanction should be imposed.

**Examples of disciplinary misconduct, unacceptable behaviours and sanctions (initially based on examples provided by Universities UK)<sup>2</sup>**

<b>People</b>		
<b>Disciplinary Misconduct</b>	<b>Examples of Unacceptable Behaviour</b>	<b>Examples of Sanctions</b>
<b>Physical Misconduct</b>	<ul style="list-style-type: none"> <li>● Punching</li> <li>● Kicking</li> <li>● Slapping</li> <li>● Pulling hair</li> <li>● Biting</li> </ul> <hr/> <ul style="list-style-type: none"> <li>● Pushing</li> <li>● Shoving</li> </ul>	<ul style="list-style-type: none"> <li>● Permanent Exclusion</li> <li>● Suspension</li> <li>● Restrictions / Conditions</li> </ul> <hr/> <ul style="list-style-type: none"> <li>● Informal</li> <li>● Formal warning</li> <li>● Written apology</li> </ul>
<b>Sexual Misconduct</b>	<ul style="list-style-type: none"> <li>● Sexual intercourse or engaging in a sexual act without consent</li> <li>● Attempting to engage in a sexual act without consent</li> <li>● Sharing private sexual materials of another person without consent</li> <li>● Kissing without consent</li> <li>● Touching inappropriately through clothes without consent</li> <li>● Inappropriately showing sexual organs to another person</li> <li>● Repeatedly following another person without good reason / stalking</li> <li>● Making unwanted remarks of a sexual nature</li> <li>● 'Upskirting' - the taking of</li> </ul>	<ul style="list-style-type: none"> <li>● Permanent Exclusion</li> <li>● Suspension</li> <li>● Restrictions / Conditions</li> <li>● Formal warning</li> <li>● Written apology</li> </ul> <p>See Sexual Violence &amp; Misconduct Policy</p>

<sup>2</sup> UUK / Pinsent Masons - Guidance For Higher Education Institutions How To Handle Alleged Student Misconduct Which May Also Constitute A Criminal Offence, 2016

	inappropriate photographs of genital area for sexual gratification	
<b>Abusive Behaviour</b>	<ul style="list-style-type: none"> <li>• Threats to hurt another person</li> <li>• Abusive comments relating to another person's race, gender, sexual orientation, religion or belief, gender reassignment, marital category, age or disability</li> <li>• Acting in an intimidating or hostile manner</li> <li>• Use of inappropriate language</li> <li>• Repeatedly contacting another person (phone, text etc) against the wishes of the other person</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Exclusion</li> <li>• Suspension</li> <li>• Restrictions / Conditions</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Written apology</li> </ul> <p>Level of action taken may depend on whether:</p> <ul style="list-style-type: none"> <li>• One off incident that causes upset</li> <li>• One off incident that uses terms that could be classed as hate speech / or use of hate images – for example, using a homophobic term</li> <li>• More than one incident</li> </ul>
<b>Drugs or any other illegal material</b>	<ul style="list-style-type: none"> <li>• In possession for personal use, for example cannabis</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Dealing drugs</li> </ul>	<ul style="list-style-type: none"> <li>• Formal warning - escalated if repeated</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Permanent Exclusion</li> <li>• Reported to Police</li> </ul>
<b>Antisocial behaviour</b>	<ul style="list-style-type: none"> <li>• Reported drunken behaviour</li> <li>• Noise complaints – these can be from students, staff or members of the public.</li> </ul>	Both examples can be treated informally and can escalate if behaviour is not modified.

**Property**

<b>Disciplinary Misconduct</b>	<b>Examples of Unacceptable Behaviour</b>	<b>Examples of Sanctions</b>
<b>Damage to property</b>	<ul style="list-style-type: none"> <li>• Causing significant damage to College property or the property of staff, students or visitors</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Causing minor damage to College property or the property of staff, students</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Exclusion</li> <li>• Suspension</li> <li>• Restrictions / Conditions</li> <li>• Requirements to make good the damage at student's expense</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Compulsory attendance at workshop/coaching</li> </ul>

	or visitors	session <ul style="list-style-type: none"> <li>Written apology</li> </ul>
<b>Unauthorised taking or use of property</b>	<ul style="list-style-type: none"> <li>Unauthorised entry onto or unauthorised use of College grounds</li> <li>Taking property belonging to another without permission</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Misuse of College property (for example computers and photographic equipment)</li> </ul>	<ul style="list-style-type: none"> <li>Permanent Exclusion</li> <li>Suspension</li> <li>Restrictions / Conditions</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Formal warning</li> <li>Written apology</li> </ul>
<b>Causing a health and safety concern</b>	<ul style="list-style-type: none"> <li>Act/omission that caused or could have caused serious harm on College premises or on College activities (for example disabling fire extinguishers or supplying controlled drugs)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Act / omission that caused or could have caused a health and safety concern on College premises (for example smoking in non-designated areas)</li> </ul>	<ul style="list-style-type: none"> <li>Permanent Exclusion</li> <li>Suspension</li> <li>Restrictions / Conditions</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Formal warning</li> <li>Compulsory attendance at workshop/coaching session</li> <li>Written apology</li> </ul>

**College**

<b>Disciplinary Misconduct</b>	<b>Examples of Unacceptable Behaviour</b>	<b>Examples of Sanctions</b>
<b>Operational obstruction</b>	<ul style="list-style-type: none"> <li>Acts / omissions / statements intended to deceive the College</li> <li>Disruption of the activities of the College (including academic, administrative, sporting and social) on College premises or elsewhere</li> <li>Disruption of the functions, duties or activities of any student or employee of the College or any authorised visitor</li> </ul>	<ul style="list-style-type: none"> <li>Permanent Exclusion</li> <li>Suspension</li> <li>Restrictions / Conditions</li> </ul>

	<hr/> <ul style="list-style-type: none"> <li>• Improper interference with the activities of the College (including academic, administrative, sporting and social) on College premises or elsewhere</li> <li>• Improper interference with the functions, duties or activities of any student or employee of the College or any authorised visitor to the College</li> </ul>	<hr/> <ul style="list-style-type: none"> <li>• Formal Warning</li> <li>• Written Apology</li> </ul>
<p><b>Reputational damage</b></p>	<ul style="list-style-type: none"> <li>• Behaviour which has caused serious damage or could have caused serious damage to the reputation of the College</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Behaviour which has damaged or could have damaged the reputation of the College</li> </ul> <p>Generally any act of misconduct that strays into the public domain can fall under this category and can compound the seriousness of the matter resulting in a more serious penalty, for example:</p> <ul style="list-style-type: none"> <li>• Noise complaints that have been reported to the local newspaper</li> <li>• Antisocial behaviour in a Society Social that is reported to the press.</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Exclusion</li> <li>• Suspension</li> <li>• Restrictions/Conditions</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Written apology</li> </ul> <p>Both of these examples may have been treated informally but could escalate to a Minor or Major misconduct matter.</p>