

Student Code of Conduct

1. Introduction

- 1.1 The University is a scholarly, (and essentially adult), community for the pursuit of learning and research. The purpose of the University is to provide teaching, encourage learning and promote research. It also aims to support the recreational and social needs of its students in connection with their scholarly pursuits. It is a community which embraces diversity and inclusion. As members of this scholarly community, all students are required at all times, on and off campus, to conduct themselves in a manner that is considerate, courteous and respectful of others and of the pursuits of the University and to act responsibly in all their behaviour.
- 1.2 The Diversity and Dignity at Work and Study policy supports the University's commitment to diversity, inclusion and equality of opportunity and protects the well-being of all members of the University. The Policy sets out the University's position on sexual misconduct, bullying, harassment, unlawful discrimination and victimisation, and provides a framework for students and colleagues to understand the routes by which disclosures, reports and complaints about such matters may be raised and resolution sought.
- 1.3 As members of the University, students have a responsibility to help maintain good order and a safe environment which is conducive to study, living and working and the enjoyment by students of a positive student experience. By enrolling on to a course at the University of Westminster students are obliged to comply under the Terms and Conditions.
- 1.4 The core purpose of the University is a scholarly community that pursues learning and research. As such, it is extremely important that the learning environment allows students to learn to their fullest potential.
- 1.5 Students who do not meet these requirements may expect to be asked to leave the relevant teaching, learning or research opportunity and may also be subject to disciplinary action.
- 1.6 The Student Disciplinary Regulations may be invoked if a student is suspected of having breached the Code of Conduct. This section sets out examples of behaviour that the University will regard as unacceptable and as such in breach of the Code of Conduct. The list is not exhaustive, and the University is not precluded from treating other instances of behaviour as suspected misconduct.
- 1.7 The University will regard as unacceptable any behaviour by students which improperly interferes with or adversely affects:
 - the University's community, pursuits, interests, activities, property or reputation; and/or
 - the safety, well-being, learning, studying, research, student experience, work or activities or interests of its students or staff as members of the University or of its visitors
- 1.8 Misconduct includes, but is not limited to, behaviour which takes place during university related activities (such as teaching, placements, field-trips and extra-curricular activities and events). It includes behaviour which takes place on or off University premises, including digital platforms. It includes behaviour which take place during or outside of term time, and behaviour that affects the reputation of the University in the local community or more widely.
- 1.9 Section 2 of this Code of Conduct sets out the types of behaviour that the University considers to be unacceptable and to constitute misconduct.
- 1.10 This Code of Conduct applies to all students on taught courses, apprenticeships, research degrees and short courses, and to students' visitors.
- 1.11 The University will take seriously any suspected breach of the Code of Conduct and will deal with such breaches through the [Student Disciplinary Regulations](#) (or other procedure, as relevant, such as the (Fitness to Practise Policy and Procedure) in the interests of protecting

the University, its members, its student experience and its reputation. Sanctions for unacceptable behaviour will be applied consistently.

- 1.12 In implementing its Student Disciplinary Regulations to deal with suspected breaches of the Code of Conduct, the University is not investigating suspected breaches of the criminal law or determining whether a crime has taken place.
 - 1.13 The Student Disciplinary Regulations set out the potential sanctions the University may apply in response to a determination that a student has breached the Code of Conduct.
 - 1.14 All parties involved in disciplinary processes under these Regulations (Students, their representatives, Friends, staff and Witnesses) are required to act with courtesy, reasonably and fairly towards each other at all times and to treat the processes with respect and to respect their confidential nature. Students who fail to do so may be subject to further disciplinary action.
 - 1.15 The particular requirements of various aspects of the higher educational experience make specific codes of conduct necessary for different parts of the University. The areas that have specific codes are as follows:
 - [Libraries and IT Labs](#)
 - [Halls of Residence](#)
 - [Acceptable use Policy - IT](#)
 - [Freedom of Speech Code of Practice](#)
 - [Safety, Health and Wellbeing](#)
 - 1.16 Local procedures are also in place in some specialist learning environments (e.g. Biosciences laboratories). In these cases, students on relevant courses will be notified separately of any specific requirements to which they must adhere.
- ## 2. Requirements
- 2.1 The University strives to ensure fairness and consistency across the University in the application of sanctions imposed for misconduct. The tables below are the indicative behaviours which shall be treated as a breach of the Student Code of Conduct which may result in disciplinary action being taken. They are organised into following sections:

A Offences against People
B Offences relating to Safety Health and Wellbeing
C Offences against the Environment
D Other Offences
 - 2.2 Opposite each offence is an example of the type of penalty that may be imposed on a student found to have breached the Code of Conduct. The University will consider all mitigating and aggravating factors when determining the appropriate penalty or penalties to be imposed in each case. Such factors include, but are not limited to, precedent in other similar cases, instances of previous misconduct by the same student, and mitigating circumstances. A full list of the penalties which may be imposed by the University is set out in the Student Disciplinary Regulations.
 - 2.3 The principle behind the table is simple and serves to ensure that all Students are aware of the possible penalties that they may receive if they are found to have breached the Code of Conduct under the Student Disciplinary Regulations. This table sets out the possible penalties imposed for minor and major offences. The table is not an exhaustive list of sanctions, conditions or offences. The full list of sanctions available can be found in the Student Disciplinary regulations.

A. Offences against people

Disciplinary Offence	Example Sanction
A1. Physical violence	<u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension Expulsion
A2. Harassment whether expressed orally, in writing or electronically, including on digital platforms.	<u>Stage 1 Formal Disciplinary Meeting</u> Written Apology Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Suspension Expulsion
A3. Inappropriate behaviour or language (whether expressed orally, in writing or electronically, including on digital platforms).	<u>Stage 1 Formal Meeting</u> Formal Warning Written Apology Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Restrict access to specified parts of the University Suspension Expulsion
A4. Threatening behaviour or language (whether expressed orally, in writing or electronically, including on digital platforms).	<u>Stage 1 Formal Disciplinary Meeting</u> Written Apology Formal Warning Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Removal from University accommodation Restrict access to specified parts of the University Suspension Expulsion
A5. Abusive behaviour or language (whether expressed orally, in writing or electronically, including on digital platforms).	<u>Stage 1 Formal Disciplinary Meeting</u> Written Apology Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Removal from University accommodation Restrict access to specified parts of the University Suspension Expulsion
A6. Unwanted behaviour creating an offensive intimidating, hostile, degrading, humiliating, threatening environment	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Removal from University accommodation Suspension Expulsion

Disciplinary Offence	Example Sanction
A7. Sexual misconduct, which includes sexual banter, innuendo, sexual harassment, sexual assault, sexual abuse and any conduct of a sexual nature that is without consent, to include conduct online or through digital platforms.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Removal from University accommodation Suspension Expulsion
A8. Behaviour from a person or group, directed at a person or group, that is both unwarranted and unwanted, or which may also be bullying, as set out in the definition of bullying in the University's Diversity and Dignity at Work and Study Policy.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Written Apology Non-contact order Removal from University accommodation Suspension Expulsion
A9. Behaving in a manner that constitutes a hate incident and which is perceived to be motivated by hostility or prejudice.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology Non-contact order <u>Stage 2 Formal Disciplinary Panel Hearing</u> Written Apology Non-contact order Suspension from specified parts of the University Suspension Expulsion
A10. Behaviour towards any member or visitor of the University which is discourteous, disrespectful or uncooperative or which interferes with or impedes any member of the University in carrying out their duty or proper function as such.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Written Apology Non-contact order Suspension from specified parts of the University Suspension Expulsion
A11. Failure to disclose identity (i.e. name, University ID number, and course details) to a member of Staff of the University and/or obscuring or attempting to disguise identity so that it cannot be ascertained by a member of Staff of the University in circumstances in which it is reasonable to require that such information be given.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology

Disciplinary Offence	Example Sanction
<p>A12. Behaving in a manner which obstructs, frustrates or disrupts:</p> <p>a) any lecture, class or other instruction, or any laboratory work, or any examinations, authorised to be held, given or undertaken within the University; or</p> <p>b) any meeting or other function (including social or extra-curricular activities and events) authorised to take place within the University; or</p> <p>c) the satisfactory conduct of the administrative work of the University or its public or official functions, activities or legal duties.</p>	<p><u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning</p> <p><u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion</p>
<p>A13. Anti-social behaviour, including but not limited to anti-social behaviour as a result of intoxication through alcohol or drugs.</p>	<p><u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology</p> <p><u>Stage 2 Formal Disciplinary Panel Hearing</u> Written Apology Non-contact order Suspension from specified parts of the University Suspension Expulsion</p>
<p>A14. Distributing or publishing a poster, notice, sign or any publication (including electronically or via digital platforms) which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material.</p>	<p><u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology</p> <p><u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts or facilities of the University Removal from University accommodation Suspension Expulsion</p>
<p>A15. Initiation Ceremonies of any kind are forbidden at the University of Westminster. In this context an initiation ceremony is defined as a ceremony during which others are made to take part in demeaning activities to gain formal access to student groups i.e. sports clubs and societies, or for the awarding of an emblem or other status associated with that student group, e.g. a tie, trophy or club / society / group office. Any student who is involved in an initiation ceremony and/or the planning and preparation of an initiation ceremony or who participates in the improper coercion or manipulation of students during a ceremony will be found to be in breach of the University Code of Conduct, whether under the influence or not of any intoxicating liquids, solids or gases, to their physical or mental detriment.</p>	<p><u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology</p> <p><u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation Suspension from specified parts of the University Suspension Expulsion</p>

Disciplinary Offence	Example Sanction
A16. Fraud, deceit, deception or dishonesty in relation to the University or its staff or students.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation Suspension Expulsion
A17. Making covert recordings or encouraging or instructing another person(s) to make covert recordings without prior express and written permission of the University.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology

B. Offences relating to Safety Health and Wellbeing

Offence	Example Sanction
B1. The possession, use or supply of drugs (including the misuse of prescription drugs or legal highs), or weapons.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation Suspension from specified parts of the University Suspension Expulsion
B2. Failing to immediately evacuate any part of the University or University-owned or administered accommodation, when an evacuation alarm sounds or returning before being told it is safe to do so by a fire officer or authorised member of the University staff.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation
B3. Misusing or tampering with safety equipment for example, fire detection equipment, fire prevention equipment or fire-fighting appliances within the University and University owned or administered accommodation.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning
B4. Causing the activation of a fire alarm within the University and University owned or administered accommodation when it is unwarranted.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation
B5. In line with English law, the University has a No Smoking Policy / vaping and in the interest of all, smoking / vaping is restricted to a small number of designated outside areas, which are clearly signed. Smoking / vaping outside these designated outside areas will be treated as misconduct.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation
B6. Allowing another person(s) to access the University buildings, services or facilities using your Student ID card.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension Expulsion

Offence	Example Sanction
B7. Taking part in any trespass against, or unauthorised occupation of, any part of the University premises. Occupation will be deemed to be unauthorised if continued after reasonable notice to desist has been given by, or on the authority of, the Vice-Chancellor, or if the student has occupied premises, or a part thereof, to which access by students is normally prohibited.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension Expulsion
B8. Behaviour that is likely to cause injury, illness or impair safety on University premises, including University owned or administered accommodation.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion

C. Offences against property of the environment

Offence	Example Sanction
C1. Committing theft within the University and University owned or administered accommodation.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion
C2. Causing damage to property belonging to another or unauthorised use of the property of the University or its grounds, or interfering with any mechanical, electrical or other services or installations within the University and University owned or administered accommodation without the authority to do so.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Pay for the cost or repair or replacement to damaged property Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion
C3. Breach of the Code of Conduct by a visitor (whether or not signed in) will be regarded as misconduct on the part of the student.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Formal Warning Written Apology Pay for the cost or repair or replacement to damaged property Non-contact order Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion

Offence	Example Sanction
C4. Assistance dogs are the only animals that may be brought onto University premises. The bringing in or allowing to be brought in of any animal other than an assistance dog will be treated as misconduct.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology
C5. Misuse or unauthorised use of University premises or items of property.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion
C6. Internet access abuse, such as visiting inappropriate or illegal websites, uploading/downloading inappropriate or illegal content, propagation of computer viruses	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts or facilities of the University Removal from University accommodation Suspension Expulsion
C7. Invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by the University, including information held on the University's computer systems.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension Expulsion

D. Other Offences

Offence	Example Sanction
D1. Any behaviour that is deemed to contravene the general principles of the Student Code of Conduct, including failure to comply with the Code of Student Conduct when requested to do so.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion
D2. Making false, frivolous, malicious or vexatious complaints.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion

Offence	Example Sanction
D3. Failing to comply with the terms and conditions of the contract for accommodation.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Exclusion from specified parts of the University Removal from University accommodation Suspension Expulsion
D4. Failing to comply with the 'IT Acceptable Use Policy'.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension Expulsion
D5. Failing to comply with any direction or restriction, imposed by the Librarian in respect of the use of Library facilities.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Non-contact order Suspension from specified parts of the University
D6. Failure to comply with a previously imposed penalty under the Student Disciplinary Regulations.	<u>Stage 2 Formal Disciplinary Panel Hearing</u> Formal Warning Written Apology Suspension from specified parts of the University Suspension Expulsion
D7. Failing to comply with the University's policy and procedures for attendance monitoring or misuse of electronic attendance monitoring.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Suspension Expulsion
D8. Behaving in such a way as may reasonably be deemed to harm the reputation of the University of Westminster or its relationship with the local or wider community and/or attracting adverse publicity.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation Suspension Expulsion
D9. Failure to declare a criminal conviction to the University subject to the Rehabilitation of Offenders legislation, which may reasonably be considered to harm the reputation of the University or its relationship with the local or wider community and/or which may attract adverse publicity.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation Suspension Expulsion

Offence	Example Sanction
D10. Conduct which resulted in the acquisition of a criminal conviction for an offence not involving members of the University or its premises, but which may affect the safety of a member of the University or the premises of the University or which could bring the University into disrepute.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology <u>Stage 2 Formal Disciplinary Panel Hearing</u> Removal from University accommodation Suspension Expulsion
D11. Taking or consuming alcohol or hot food in classrooms.	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning

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