UNIVERSITY OF WESTMINSTER

Student Code of Conduct 2019

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Student Code of Conduct

Introduction

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. It is a community which embraces diversity and requires consideration, acceptance and courtesy in all behaviour.

The University expects all staff and students to show respect for one another in all aspects of their contact. This Code of Conduct includes the Regulations Governing Student Conduct and applies to all students on taught courses, research degrees and short courses, and to students' visitors.

Any breach of the Code of Conduct will be taken seriously and where necessary dealt with through the Student Disciplinary Regulations. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

This Code should underpin all interaction in the public parts of the University. The particular requirements of various aspects of the higher educational experience make specific codes of conduct necessary for different parts of the University. The two areas that have specific codes are as follows:

- Libraries and IT Labs (Appendix 1)
- Halls of Residence (Appendix 2)

Local guidelines 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.

1. Expectations (General, Health & Safety)

1.1. Students must follow formal instructions given by staff.

1.2. In the interest of the security of all members of the University, students must show University Identity Cards whenever they are requested. Loss of a University Identity Card must be reported immediately to the nearest Reception desk.

1.3. All members of the University should take responsibility for the safety of their personal property, keeping valuables with them at all times. Unattended property will be removed by staff and deposited at the Reception Desk for reasons of security. Property will be held by the Reception Desk for a maximum period of 6 months before being destroyed by the University. Suspicious packages must be reported to the Building Services Manager, who will then contact the police.

1.4. University material, furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged materials, furniture, and equipment to an appropriate member of staff as soon as possible.

1.5. Students may not bring babies or children (under 18) onto the University's premises unless in emergency childcare situations, as long as the arrangement is practicable and the safety of the child and others is not compromised:

- Their presence **does not** disrupt normal University activity;
- The activity is fully risk assessed (this includes them remaining under supervision at all times, while on University premises and not allowed access to hazardous areas etc. like labs and workshops);
- The Estates Planning and Services Front of House Supervisor gives permission (in addition to the respective lecturer)

1.6. Students bringing visitors onto University premises must ensure that they are signed in appropriately at reception and are responsible for ensuring that they comply with the Code of Conduct.

1.7. If the alarm sounds continuously, everyone should leave the building promptly by the nearest exit and follow instructions from staff. Any student failing to evacuate a building promptly during a fire alarm will be dealt with through the Student Disciplinary regulations.

1.8. Improper or malicious use of fire alarms will be dealt with through the Student Disciplinary Regulations and may result in a period of suspension from the University.

1.9. In line with English law, the University has a No Smoking Policy and in the interest of all, smoking is restricted to a small number of designated outside areas, which are clearly signed.

1.10. All members of the University are asked to help to keep the environment pleasant by putting rubbish in the bins.

1.11. Assistance dogs are the only animals that may be brought onto University premises.

2. Expectations (Teaching Environments)

2.1. The core purpose of the University is to offer teaching, support learning and encourage research. As such, it is extremely important that the teaching environment allows students to learn to their fullest potential.

2.2. Students who do not meet these expectations may expect to be asked to leave [the relevant teaching, learning or research opportunity] and may also be subject to disciplinary action.

2.3. Sessions should start on time and students should arrive punctually since late arrivals are disruptive to other participants.

2.4. Access is not normally allowed into lectures, seminars and tutorials after the start of the session. Latecomers may be refused entry, and should leave immediately, if requested. In the event that a student wishes to leave a lecture, seminar or tutorial before its scheduled finished time, the prior agreement of the session leader should be obtained except in the case of departure necessitated by reason of illness or other unforeseen circumstance.

2.5. All mobile phones, and other electronic devices must be switched off in class (except in exceptional circumstances and with permission from the session leader). Laptops (and other auxiliary aids required due to disability) can be used, with permission from the class tutor.

2.6. No video or tape recording of any session should take place without the permission of the tutor and other students/participants.

2.7. Students should not talk amongst themselves whenever anyone is addressing the class as a whole.

2.8. Only bottled water, but no other food or drink may be taken into classrooms (unless specific permission is given, where students have particular medical/dietary requirements).

3. Non-exhaustive examples of breaches of the Regulations for Student Conduct

The Disciplinary Procedure may be invoked if a student is alleged to have committed any action which interferes with the achievement of the University's objects as stated above, or which adversely affects the safety or well-being of the University's staff and/or students and/or visitors, or which may bring the University into disrepute. This list is not exhaustive. The University may choose to investigate and take action on misconduct offences whether they take place on University, premises or elsewhere, including online and in social media.

3.1. Failing to comply with the Student Code of Conduct, or with other University policies and regulations which sets out expectations of student behaviour.

3.2. Disregarding the legitimate instruction of an authorised officer of the University.

3.3. Engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt:

a) teaching, learning, assessment or research carried out within the University or on field work or industrial placement or similar;
b) the administration of the University;
c) the discharge of duties or activities by any members of the University staff or authorised visitor of the University;
d) the holding or orderly conduct of any meeting or activity approved by the Court of Governors or officers authorised to do so on its behalf.

3.3. Obstructing, or attempting to obstruct, the access of staff, students or members of the public (entering with the permission of the University's Governors or authorised officers) to any University premises, on the understanding that peaceful picketing within the law shall not be regarded as obstruction or attempted obstruction.

3.4. Taking part in any trespass against, or unauthorised occupation of, any part of the University premises. Occupation will be deemed to be unauthorized 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.

3.5. Failure to disclose identity (i.e. name, University ID number, address 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.

3.6. Allowing another person(s) to access the University buildings, services or facilities using your Student ID card.

3.7. Damage to or defacement, caused intentionally or recklessly, or misappropriation of University property or the property of other members of the University and/or the University community, or any other property into which the Student enters, or misappropriation of such property whilst engaged in University activities;

3.8. Distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;

3.9. Misuse or unauthorised use of University premises or items of property, including computer misuse;

3.10. Action likely to cause injury to, or impair the safety of, either themselves or others on University premises or whilst engaged in any University activity;

3.11. Fraud, deceit, deception or dishonesty in relation to the University or its staff or students;

3.12. Making false, frivolous, malicious or vexatious complaints

3.13. 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.

3.14. Threatening or engaging in violence, harassment, bullying or abuse, either physically, verbally, in writing or via social media, or contravening the University's Diversity and Dignity at Work and Study Policy.

3.15. Violent, indecent, disorderly, intimidating, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically) on the University premises or whilst

engaged in any University activity or contravening the University's Diversity and Dignity at Work and Study Policy.

3.16. Sexual, racial or other kind of harassment of any student, member of staff or other employee of the University or any authorised visitor to the University or contravening the University's Diversity and Dignity at Work and Study Policy.

3.17. The possession, use or supply of drugs (including the misuse of prescription drugs or legal highs), or weapons.

3.18. Anti-social behaviour, including but not limited to anti-social behaviour as a result of intoxication through alcohol or drugs.

3.19. Breach of the provisions of the University's Freedom of Speech Code of Practice or of any other code or University rule or regulation which provides for breaches to constitute misconduct under this code;

3.20. Behaviour either on or off University premises which may bring the University or any member of the University into disrepute.

3.21. Conduct (wherever occurring) resulting in the student receiving a formal police caution, community resolution order or other penalty imposed by the police, notwithstanding that the student is not subsequently charged or convicted of an offence

3.22. Being found guilty of any criminal offence such as is likely to damage the good name of the University, or, behaving in such a way as would amount to a criminal offence.

3.23. failure to declare a criminal conviction to the University subject to the Rehabilitation of Offenders Act;

3.24. conduct which constitutes a criminal offence where that conduct:

i. took place on University premises, or;
ii. affected or concerned other members of the University community or;
iii. damages the good name of University or;
iv. itself constitutes misconduct within the terms of this Code or;
v. is an offence of dishonesty, where the Student holds an office of responsibility in the University, or;
vi. involves a student registered on a programme leading to membership of a professional body and where that conduct may fall short of the professional codes of conduct such as to render the Student unfit to practice, or;
vii. 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.

3.25. failure to comply with a previously imposed penalty under these regulations;

3.26. Being in breach of the conditions of a tenancy/licence agreement in respect of University residential accommodation or Student Residence Regulations.

3.27. 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 any sports clubs, societies or any student groups, or for the awarding of an emblem or other status associated with that club, 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 disciplinary code, whether under the influence or not of any intoxicating liquids, solids or gases, to their physical or mental detriment.

4. Appendix 1: Code of Conduct for Libraries and IT Rooms

4.1. There are Library and various IT rooms at each of the University's sites supporting teaching, learning and research. In order to ensure that everyone has equal access to the materials that are provided and to avoid the frustration that occurs when learning resources are damaged or missing, the following points should be observed.

4.2. A security system operates in the libraries. Any reader activating the system may be required to show library staff all items in their personal baggage. Students should not attempt to remove materials without first having them issued at the library counter.

4.3. Students should ensure that any loss of library materials is reported to library staff immediately. They will be liable for their cost so that replacements can be made.

4.4. Quiet is to be observed in the library at all times and silence must be observed in some designated areas. If there is an area provided for group work, then noise should be kept to a minimum.

4.5. In order that access to computers and desks is fair and that students can use a workstation when they need to, bags or possessions must not be used to reserve seats. Any property left unattended for more than a few minutes may be removed by staff.

4.6. The distribution of leaflets and posters in the library is forbidden unless students have explicit permission from the Library Manager. Unauthorised leaflets will be removed.

4.7. Use of the University's computers and network is subject to the conditions of the Security & Use Policy, with which students should be familiar, and which is available online via page: http://www.westminster.ac.uk/library-and-it/regulations-and-policies

4.8. In order to ensure that work is not lost, and in order to protect their personal data, students are strongly advised to save their work frequently and not leave their computer account open. This is particularly important as any computing workstation left unattended will be logged off and students may therefore lose unsaved information. Leaving your account open is also a serious security risk, as you may leave yourself open to data theft/misuse.

4.9. All mobile phones, and other electronic devices should be set to silent and calls cannot be made or received in the designated silent study areas. Students may make or take calls in group study areas.

4.10. Hot or cold drinks may be taken into the library, alcohol is not permitted.

4.11. Inappropriate use of IT equipment, the Internet or social media, including breaches of the IT Security & Use Policy.

5. Appendix 2: Code of Conduct for Halls of Residence

5.1. Everybody in University accommodation has the right to feel comfortable and secure and has the right to enjoy the freedom to experience life in their own way, provided this does not adversely affect others. It is inevitable that sometimes other students will have different ideas of what communal living means and occasionally these ideas may be incompatible with your own outlook or views. Sometimes you may have to compromise. Although you may want to play music all night, others may be studying or sleeping. It is important to try to empathise with others.

5.2 If you experience behaviour from other residents that irritates, frustrates or annoys you, it is important to try to deal with the matter in a calm, patient and rational way. If you are unable to resolve a particular dispute, you should report the incident to the local Residential Life Manager.

5.3 University staff are there to help resolve any issues of concern, should they arise. Furthermore, to help all residents the University has provided this Code to show how to use the accommodation and to set out acceptable standards of behaviour.

5.4 You are reminded that a breach of your tenancy agreement automatically becomes a University disciplinary matter.

5.5 The University reserves the right to report to the police all allegations of illegal activities (e.g. taking drugs, acts of violence, theft).

6. Safety and Security

6.1. One of the biggest risks to people living in communal settings is the danger of fire. Small fires start easily and quickly get out of control. All fire regulations must be rigorously obeyed, and students must co-operate in all fire drills, and fire evacuations. You are reminded that it is illegal and a breach of your tenancy agreement to interfere with, or misuse, any of the firefighting or fire detection equipment including setting off fire extinguishers without due cause.

6.2. Candles, incense or naked flames are strictly forbidden in any part of Halls of Residence in accordance with the terms of your tenancy agreement.

6.3. Smoking is not permitted anywhere in the Halls of Residence.

6.4. Items of personal furniture are not permitted in the Halls of Residence without prior permission from the Halls Management. Only furniture conforming to BS5852 Fire Testing and BS7176 Resistance to Ignition (Upholstered Furniture) April 2004 will be permitted.

6.5. The University has comprehensive security arrangements in place. However, each individual is required to have regard for his/her security by ensuring that nothing is done which may jeopardise the safety of the individual or the community at large. Staff will advise on security arrangements for each particular residence.

6.6. Please take care of your belongings and note that individuals are responsible for the safety of their personal property. By accepting a tenancy with the University your personal possessions are automatically insured to the sum of £4,000. Please refer to the detailed information set out in the insurance policy with regards to the limits on individual items. Students are strongly advised to take out appropriate extra insurance to cover all personal property over and above the sum of £4,000 if required, as the University cannot accept liability for the loss of personal items.

6.7. All students are required to pay a deposit against damages to the study bedroom or communal area.

6.8. All residents are issued with keys to their accommodation and are responsible for ensuring that the main entrance doors are always kept locked. Keys are not to be given to or left for anyone else to use.

6.9. For reasons of safety and security, all balconies are out of bounds to students, visitors and guests.

7. Noise and Parties

7.1. Due consideration must be shown to all residents at all times. Other students and local residents have the right to enjoy peace and quiet at their place of residence and the immediate vicinity surrounding the Hall. Students should bear this in mind when playing music and should not make other loud noise, including loud talking and shouting, at any time. This is especially important after 11 pm, in accordance with your tenancy agreement and the law.

7.2. In order to maintain a comfortable environment for all, parties are only permitted if prior permission is obtained from the Halls Management and the guidance notes given are fully complied with.

8. Visitors and Overnight Guests

8.1 Residents are permitted to entertain visitors and short stay temporary overnight guests for whom they are fully responsible. Residents must ensure that their guests comply with this Code of Conduct and do not breach the Regulations Governing Student Conduct. All visitors must sign in and out when entering and leaving the Hall and are not allowed to enter rooms unless accompanied by a resident. There are specific rules regarding overnight guests and the provision of passes for them and you should check with your Halls Reception staff regarding these.

9. Medical Services

9.1 All students are strongly advised to register with a local doctor. The University has a Student Health Service, but this is not a General Practice. You must therefore register with a General Practitioner in the area in which you live. If you have a chronic problem or disability or other health/welfare needs, this is particularly important. Additionally, if you would like to make yourself known to the University Health Service and the Halls Management, they would be in a better position to offer support if and when needed.

10. Televisions, Computers and Electrical Equipment

10.1. Students may use their own televisions in study bedrooms or communal living areas but are reminded that a current TV licence is required at students' individual cost for each set in the accommodation. A licence is also required for a TV enabled computer.

10.2. Use of the University's network in the Halls of Residence is subject to the conditions of the Acceptable Use Policy. Computers must be safe to use and virus-free.

10.3. Any electrical equipment brought onto University premises may be portable appliance (PAT) tested at any time. Any item failing the PAT test will be removed immediately. Electrical sockets must not be overloaded, and trailing leads are not permitted.

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