

ROEHAMPTON UNIVERSITY

STUDENT CODE OF CONDUCT

Originated by: Code of Conduct Task Group	<i>June 2005</i>
Impact Assessment:	<i>(to be confirmed)</i>
Recommended by Senate:	<i>27 February 2008</i>
Approved by Council:	<i>10 March 2008</i>
Review Date:	<i>January 2010</i>
Revised version approved by Senate:	<i>28 April 2010</i>

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PREAMBLE

Roehampton University's approach to higher education is based on a clear set of values. Among these are the following:

- we challenge, inspire and support our students as individuals, to grow intellectually, personally and spiritually
- we prepare our students to be responsible citizens and leaders in a fast-changing and complex world
- we encourage learning, creativity and the arts as ways of nurturing the human spirit and improving the quality of life
- we promote equality, diversity, mutual respect and understanding

As members of Roehampton University's diverse community, all students are expected to be familiar with this Code and to conduct themselves with due regard to the University's objectives; its good name and reputation; and the rights of others. We are all fortunate that anti-social behaviour is not common at Roehampton. However, it is important for everyone to be confident that there is a clear resolve to deal with any instances that do occur.

The Student Code of Conduct [the "Code"] provides a framework, underpinned by and linked to the University's Disciplinary Regulations, through which members of the University community can work together to create a positive environment in which these important values can be realised. We hope that by following the Code and understanding the reasons behind it, students will be able to make the most of the University experience.

The Code does not, however, deal with issues related to academic misconduct or behaviour which are addressed in the [Student Disciplinary Regulations](#). Similarly, the Code does not address conduct by staff towards students as this is addressed elsewhere.

The Code is in two parts. The overarching principles of the Code are set out in the Code itself, which is a document approved by Senate and Council. The Guidance that accompanies the Code helps to interpret its provisions and can be modified by Senate alone.

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GUIDING PRINCIPLES

The Student Code of Conduct provides the primary definition of what constitutes appropriate and inappropriate conduct or behaviour for students registered at Roehampton University. The Code applies to behaviour:

- while on Roehampton University or College campuses
- while representing Roehampton University or one of the Colleges.

Guidance in the interpretation of the Guiding Principles, set out below, can be found in the Annex to the Code.

Failure to comply with the Code of Conduct constitutes non-academic misconduct and may result in students being referred to the University's disciplinary procedures [<http://www.roehampton.ac.uk/universitysecretariat/StudentDisciplinaryRegs.pdf>].

GUIDING PRINCIPLES REGARDING GOOD CONDUCT

Students should

- behave in a responsible manner designed to foster mutual respect and understanding between all members of the University community;
- not behave in any way which may be considered threatening or disruptive, or being likely to lead to injury or physical or emotional harm to any of its students or staff;
- not intentionally damage or deface any University, College or Student Union building or other property;
- act within the law and not engage in any activity or behaviour likely to bring the University into disrepute.

GUIDING PRINCIPLES REGARDING MISCONDUCT

The University considers the following inappropriate conduct to constitute misconduct that is likely to lead to disciplinary proceedings. The list should not be considered to be exhaustive.

- Failure to respect the rights of others to freedom of belief, orientation or practices, or freedom of speech;
- Violent, disorderly, threatening, bullying, or offensive behaviour or language whilst on University or College premises, engaged in University or College activity or using University or College computers or email accounts;
- Serious acts of fraud, deceit, deception or dishonesty in relation to the University or a College or their staff or students;
- Any action likely to cause significant injury or impairment of safety on University or College premises;
- Any action likely to bring the University into disrepute;
- Serious disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University or a College;
- Harassment of any kind towards a student, member of staff or authorised visitor to the University or a College by any means including cyber-bullying or cyber-harassment;
- Any interference with fire detectors, fire alarms or fire extinguishing equipment
- Serious damage to, or defacement of, University or College property;

- Serious damage to the property of other members of the University caused intentionally or recklessly, or misappropriation of such property;
- Serious misuse or unauthorised use of University or a College premises and property, including computer misuse;
- Failure to disclose details of identity to a member of staff of the University or a College in circumstances in which it is reasonable to require that such information be given.

Minor misconduct, if repeated, may be regarded and therefore punished as if more serious.

In addition to the Code of Conduct, a number of other university policies and codes set out appropriate norms of behaviour. These include:

- [Drugs Policy](#)
- [Accommodation contract](#) (where applicable)
- [Alcohol Policy](#)
- [Non- Smoking Policy](#)
- [Guidelines for Conduct for Formal Written Examinations](#)
- [Parking Policy](#)
- [Learning Compacts](#)
- [Conditions of Use of Communications and IT Facilities](#)
- [CHEST Code of Conduct for the Use of Computer Software or Datasets](#)
- [JANET Acceptable Use Policy](#)
- [Students' Union Constitution](#)
- [Athletic Union Constitution](#)
- [Student Terms and Conditions \(or Student Contract\)](#)

The failure to comply with these policies may result in proceedings being brought under the [Student Disciplinary Regulations](#)

Details of student disciplinary procedures can be found at <http://www.roehampton.ac.uk/universitysecretariat/index.html>

The University will normally refer to the Police any incident that involves illegal activity.

Details of the Student Complaints Procedures can be found at: <http://www.roehampton.ac.uk/universitysecretariat/StudentComplaintsProcedure.pdf>

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ANNEX 1: GUIDANCE ON APPROPRIATE CONDUCT

This Guidance serves as a supplement to the Code of Conduct and provides practical advice on what is appropriate and inappropriate conduct.

ON CAMPUS – GENERAL

The University campus is a place of study, work and, for some, their home. Balancing all these aspects to maintain a sense of respect for others and their needs is a complex matter. In a diverse and multicultural community certain behaviour, dress and activities may offend others, and this needs to be appreciated by all. The University also takes matters of health very seriously and will not tolerate behaviour that poses a threat to the health or security of students or staff.

Please note that the Code applies to property and premises owned or controlled by the University, the Colleges or the Roehampton's Students' Union. Additional requirements related specifically to college or university residences are set out in accommodation contracts.

Students are also advised that:

- Students must not interfere with fire detection equipment, fire alarms or fire extinguishers
- Students must observe fire alarms and related procedures and evacuate buildings when alarms sound; ;
- Only students with Parking Permits or Local Authority disabled parking permits may park on site. Security staff will issue tickets for failing to adhere to parking rules;
- Flyers or stickers may only be posted on appropriate notice boards and must not be put on signage, trees, walls, doors or windows;
- Students must comply with the University's Non-Smoking Policy;
- Security staff are responsible to the University for the overall safety of everyone on campus, must be obeyed, treated courteously and must not be impeded in their duties;
- Students should refrain from consumption of food and drink in lectures, meetings, seminars, tutorials, chapels, and prayer rooms.

LECTURES

Students should arrive in time for the start of a lecture as late arrival is extremely disruptive to other students;

- Students must not disrupt a lecture or interfere with other students' ability to benefit from it;
- The use of mobile phones to take or make calls, to send or receive text messages, or to record or send images is forbidden in lectures. Special permission may be requested in exceptional circumstances;
- Taping of lectures should only take place with the agreement of the lecturer.

MEETINGS, SEMINARS AND TUTORIALS

Students are expected to:

- Arrange meetings with staff by appointment, so that all concerned are clear about the venue and time;
- Attend meetings with members of staff when requested to do so and note that the failure to attend a disciplinary interview when given appropriate notice is itself a disciplinary offence possibly subject to further sanction;

- Ensure that they know the venue and time for meetings, seminars or tutorials, arrive in good time for appointments, and adhere to any agreed arrangements;
- Contact the staff member in good time if unable to attend, and make an alternative appointment if necessary;
- Respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech;
- Refrain from taping meetings, seminars or tutorials unless specifically agreed by staff, and if relevant any other students present.

In the most serious cases, Security Staff may be asked to assist when a student fails to comply with a request to leave a lecture, meeting, seminar or tutorial.

EXAMINATIONS

Students must follow the requirements of the Guidelines and Conduct for Written Formal Examination, found on [StudentZone](#).

LIBRARY, LEARNING RESOURCES CENTRE AND SELF-STUDY AREAS

The Library, Learning Resources Centre, and associated computer suites across the University, are used by hundreds of visitors each day. Students and borrowers are expected to be considerate towards each other and to staff in order to preserve these valuable learning environments. Computer Suites can be used for personal use (such as receipt of e-mail etc.), but students who do so are expected to be considerate towards others who have more pressing academic business, allowing them priority on the computers.

Students are expected to:

- Refrain from consumption of food and drink except in areas where their consumption is indicated as permitted;
- Refrain from the use of mobile phones, IT-based or electrical equipment, except in areas where their use is indicated as permitted;
- Remain silent in areas designated as silent spaces;
- Replace books and resource materials in the appropriate place, so that others can find them, and to treat the resources within the LRC with respect;
- Ensure that they have all items they are borrowing issued to them before leaving the Library/LRC;
- Respect noise zoning notices, so that other students in the area can continue studying;
- Be considerate towards staff and to one another.

RECEPTION AREAS

There are reception areas, enquiry points and help desks in the main University buildings, the Colleges, Security Gatehouses, the Library, the Welcome Centre, and many other areas of the University. They represent a point of contact between University staff and students with particular needs and requests. Students are advised that staff in reception areas are usually very well informed, but may not be able to solve every problem brought to them, or have the information needed.

The staff will make every endeavour to meet your needs, but may advise you to enquire elsewhere. Students are expected to:

- Queue, and wait their turn with patience;
- Be courteous and polite at all times;
- Request rather than demand;
- Respect the needs and rights of others, even when a need is urgent, making staff aware of the urgency in a manner that does not cause offence;
- Be prepared to provide their Student ID card or other form of identity when requested.

IN CHAPELS/PRAYER ROOMS

Students are expected to:

- Respect the purpose of these spaces and co-operate with the appointed staff member;
- Avoid disruption of an essentially peaceful space by making a noise, discarding litter, eating, drinking, smoking, or using mobile phones or other similar devices.

IN DINING AREAS

Students are expected to:

- Observe the usual conventions of queuing and paying for what they order or buy;
- Follow requests for clearing dirty plates and glasses and disposing of packaging;
- Recognise that removal of cutlery or crockery is theft;
- Respect others using the dining areas.

IN BARS

Students are expected to:

- Recognise that University and College bars operate under licence and the conditions of the licence require rules to be set for customers;
- Understand that, at the discretion of bar staff, a customer may be refused service;
- Recognise the authority of University Security staff and security staff employed by outside firms;
- Recognise that students less than 18 years of age are not permitted to drink;
- Carry identification (ID) and, if requested, produce it for inspection. If necessary, Student ID may have to be surrendered to a member of staff;
- Be aware that any student banned from a College bar on campus may also be banned from other University or College bars.

OFF CAMPUS: THE NEIGHBOURHOOD

The University constantly works on building good relationships with its surrounding neighbours. We work with residents' associations and the Police in order to help make the Roehampton area a safe and friendly environment to live in.

Students are expected to:

- Help us build on these relationships by the way they conduct themselves in the surrounding area;
- Be considerate to their neighbours, especially regarding noise levels and rubbish;
- Be considerate when parking so they do not obstruct residents;
- Act within the law and not engage in activity or behaviour that is likely to bring the University into disrepute;
- Be aware that incidents involving local residents may lead to police action.

OFF CAMPUS ACTIVITIES

There are many opportunities at Roehampton to undertake activities that will take students off campus. These include trips linked to study, students' union sports activities, students' union holidays and students' union events. Any student engaged in a university activity is seen as representing Roehampton, even if not formally doing so. During these activities students should adhere to the rules of the venue, of the transport companies and where appropriate any other outside organisations involved in the activity

Failure to comply with these rules at a Students' Union event may result in a student being banned by the Union from attending any other events.

USE OF THE INTERNET, EMAIL AND OTHER I.T.

Students must adhere to:

- [Conditions of Use of Communications and IT Facilities](#)
- [CHEST Code of Conduct for the Use of Computer Software or Datasets](#)
- [JANET Acceptable Use Policy](#)