# **Student Code of Conduct**

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

Disciplinary Offence	Example Sanction
A7. Sexual misconduct, which includes sexual	Stage 1 Formal Disciplinary Meeting
banter, innuendo, sexual harassment, sexual	Formal Warning
assault, sexual abuse and any conduct of a	Written Apology
sexual nature that is without consent, to include	Whiteh Apology
conduct online or through digital platforms.	Stage 2 Formal Disciplinary Panel Hearing
	Non-contact order
	Removal from University accommodation
	Suspension
	Expulsion
A8. Behaviour from a person or group, directed	Stage 1 Formal Disciplinary Meeting
at a person or group, that is both unwarranted	Formal Warning
and unwanted, or which may also be bullying,	Written Apology
as set out in the definition of bullying in the	Non-contact order
University's Diversity and Dignity at Work and	
Study Policy.	Stage 2 Formal Disciplinary Papel Hearing
	Stage 2 Formal Disciplinary Panel Hearing Written Apology
	Non-contact order
	Removal from University accommodation
	2
	Suspension
AQ Rehaving in a manner that constitutes a	Expulsion
A9. Behaving in a manner that constitutes a	Stage 1 Formal Disciplinary Meeting
hate incident and which is perceived to be	Formal Warning
motivated by hostility or prejudice.	Written Apology Non-contact order
	Non-contact order
	Stage 2 Formal Disciplinary Panel Hearing
	Written Apology
	Non-contact order
	Suspension from specified parts of the
	University
	Suspension
	Expulsion
A10. Behaviour towards any member or visitor	Stage 1 Formal Disciplinary Meeting
of the University which is discourteous,	Formal Warning
disrespectful or uncooperative or which	Written Apology
interferes with or impedes any member of the	Willian Apology
University in carrying out their duty or proper	Stage 2 Formal Disciplinary Panel Hearing
function as such.	Written Apology
	Non-contact order
	Suspension from specified parts of the
	University
	Suspension
	Expulsion
A11. Failure to disclose identity (i.e. name,	Stage 1 Formal Disciplinary Meeting
University ID number, and course details) to a	Formal Warning
member of Staff of the University and/or	Written Apology
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.	

Disciplinary Offence	Example Sanction
A12. Behaving in a manner which obstructs,	Stage 1 Formal Disciplinary Meeting
frustrates or disrupts:	Formal Warning
a) any lecture, class or other instruction, or any	· · · · · · · · · · · · · · · · · · ·
laboratory work, or any examinations,	Stage 2 Formal Disciplinary Panel Hearing
authorised to be held, given or undertaken	Suspension from specified parts of the
within the University; or	University
b) any meeting or other function (including	Removal from University accommodation
social or extra-curricular activities and events)	Suspension
authorised to take place within the University; or	Expulsion
c) the satisfactory conduct of the administrative	'
work of the University or its public or official	
functions, activities or legal duties.	
A13. Anti-social behaviour, including but not	Stage 1 Formal Disciplinary Meeting
limited to anti-social behaviour as a result of	Formal Warning
intoxication through alcohol or drugs.	Written Apology
	Stage 2 Formal Disciplinary Panel Hearing
	Written Apology
	Non-contact order
	Suspension from specified parts of the
	University
	Suspension
	Expulsion
A14. Distributing or publishing a poster, notice,	Stage 1 Formal Disciplinary Meeting
sign or any publication (including electronically	Formal Warning
or via digital platforms) which is offensive,	Written Apology
intimidating, threatening, indecent or illegal,	
including the broadcasting and electronic	Stage 2 Formal Disciplinary Panel Hearing
distribution of such material.	Suspension from specified parts or facilities of
	the University
	Removal from University accommodation
	Suspension
	Expulsion
A15. Initiation Ceremonies of any kind are	Stage 1 Formal Disciplinary Meeting
forbidden at the University of Westminster. In	Formal Warning
this context an initiation ceremony is defined as	Written Apology
a ceremony during which others are made to	Otana 0 Famaal Diasinin and Dana Ultradia
take part in demeaning activities to gain formal	Stage 2 Formal Disciplinary Panel Hearing
access to student groups i.e. sports clubs and	Removal from University accommodation
societies, or for the awarding of an emblem or	Suspension from specified parts of the
other status associated with that student group,	University Suspension
e.g. a tie, trophy or club / society / group office. Any student who is involved in an initiation	Expulsion
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.	

Disciplinary Offence	Example Sanction
A16. Fraud, deceit, deception or dishonesty in	Stage 1 Formal Disciplinary Meeting
relation to the University or its staff or students.	Formal Warning
	Written Apology
	Stage 2 Formal Disciplinary Panel Hearing Removal from University accommodation Suspension Expulsion
A17. Making covert recordings or encouraging	Stage 1 Formal Disciplinary Meeting
or instructing another person(s) to make covert	Formal Warning
recordings without prior express and written permission of the University.	Written Apology
A18. Harassing, victimising or discriminating	Stage 1 Formal Disciplinary Meeting
against any Person on grounds of age,	Formal Warning
disability, race, ethnic or national origin, religion	Written Apology
or beliefs, sex, sexual orientation, gender	
identity, gender reassignment, pregnancy,	Stage 2 Formal Disciplinary Panel Hearing
maternity, marriage or civil partnership, colour or socio-economic background.	Written Apology Non-contact order
	Suspension from specified parts of the
	University
	Suspension
	Expulsion

### B. Offences relating to Safety Health and Wellbeing

Offence	Example Sanction
B1. The possession, use or supply of drugs	Stage 1 Formal Disciplinary Meeting
(including the misuse of prescription drugs or	Formal Warning
legal highs), or weapons.	
	Stage 2 Formal Disciplinary Panel Hearing
	Removal from University accommodation
	Suspension from specified parts of the University
	Suspension
	Expulsion
B2. Failing to immediately evacuate any part of	Stage 1 Formal Disciplinary Meeting
the University or University-owned or	Formal Warning
administered accommodation, when an	
evacuation alarm sounds or returning before	Stage 2 Formal Disciplinary Panel Hearing
being told it is safe to do so by a fire officer or	Suspension from specified parts of the
authorised member of the University staff.	University
	Removal from University accommodation
B3. Misusing or tampering with safety	Stage 1 Formal Disciplinary Meeting
equipment for example, fire detection	Formal Warning
equipment, fire prevention equipment or fire-	
fighting appliances within the University and	
University owned or administered accommodation.	
B4. Causing the activation of a fire alarm within	Stage 1 Formal Disciplinary Meeting
the University and University owned or	Formal Warning
administered accommodation when it is	······································
unwarranted.	Stage 2 Formal Disciplinary Panel Hearing
	Removal from University accommodation

Offence	Example Sanction
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	Stage 1 Formal Disciplinary Meeting Formal Warning
number of designated outside areas, which are clearly signed. Smoking / vaping outside these designated outside areas will be treated as misconduct.	<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.	Stage 1 Formal Disciplinary Meeting Formal Warning
	Stage 2 Formal Disciplinary Panel Hearing Suspension Expulsion
B7. Taking part in any trespass against, or unauthorised occupation of, any part of the University premises. Occupation will be deemed	Stage 1 Formal Disciplinary Meeting Formal Warning
to be unauthorised if continued after reasonable notice to desist has been given by, or on the	Stage 2 Formal Disciplinary Panel Hearing Suspension
authority of, the Vice-Chancellor, or if the student has occupied premises, or a part thereof, to which access by students is normally prohibited.	Expulsion
B8. Behaviour that is likely to cause injury, illness or impair safety on University premises, including University owned or administered	Stage 1 Formal Disciplinary Meeting Formal Warning
accommodation.	Stage 2 Formal Disciplinary Panel Hearing 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	Stage 1 Formal Disciplinary Meeting
University owned or administered	Formal Warning
accommodation.	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	<u>Stage 1 Formal Disciplinary Meeting</u> Formal Warning Written Apology
installations within the University and University owned or administered accommodation without the authority to do so.	Stage 2 Formal Disciplinary Panel Hearing Pay for the cost or repair or replacement to damaged property Suspension from specified parts of the University Removal from University accommodation Suspension Expulsion

Offence	Example Sanction
C3. Breach of the Code of Conduct by a visitor	Stage 1 Formal Disciplinary Meeting
(whether or not signed in) will be regarded as	Formal Warning
misconduct on the part of the student.	Written Apology
	Stage 2 Formal Disciplinary Panel Hearing
	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
C4. Assistance dogs are the only animals that	Stage 1 Formal Disciplinary Meeting
may be brought onto University premises. The	Formal Warning
bringing in or allowing to be brought in of any	Written Apology
animal other an assistance dog will be treated	
as misconduct.	
C5. Misuse or unauthorised use of University	Stage 1 Formal Disciplinary Meeting
premises or items of property.	Formal Warning
promised of Reme of property.	Written Apology
	initian , tpology
	Stage 2 Formal Disciplinary Panel Hearing
	Suspension from specified parts of the
	University
	Removal from University accommodation
	Suspension
	Expulsion
C6. Internet access abuse, such as visiting	Stage 1 Formal Disciplinary Meeting
inappropriate or illegal websites, uploading/	Formal Warning
downloading inappropriate or illegal content,	Written Apology
propagation of computer viruses	Otana O Famaal Diasin'in ama Danal Usanin n
	Stage 2 Formal Disciplinary Panel Hearing
	Suspension from specified parts or facilities of
	the University
	Removal from University accommodation Suspension
	Expulsion
C7. Invading or abusing, or attempting to invade	Stage 1 Formal Disciplinary Meeting
or abuse, the secrecy, integrity or privacy of any	Formal Warning
files or confidential material held by the	Written Apology
University, including information held on the	
University's computer systems.	Stage 2 Formal Disciplinary Panel Hearing
	Suspension
	Expulsion

#### D. Other Offences

Offence	Example Sanction
D1. Any behaviour that is deemed to contravene	Stage 1 Formal Disciplinary Meeting
the general principles of the Student Code of	Formal Warning
Conduct, including failure to comply with the	Written Apology
Code of Student Conduct when requested to do	
so.	Stage 2 Formal Disciplinary Panel Hearing
	Suspension from specified parts of the
	University
	Removal from University accommodation
	Suspension
	Expulsion
D2. Making false, frivolous, malicious or	Stage 1 Formal Disciplinary Meeting
vexatious complaints.	Formal Warning
	Written Apology
	Stage 2 Formal Disciplinary Panel Hearing
	Suspension from specified parts of the
	University
	Removal from University accommodation
	Suspension
	Expulsion
D3. Failing to comply with the terms and	Stage 1 Formal Disciplinary Meeting
conditions of the contract for accommodation.	Formal Warning
	Written Apology
	Stage 2 Formal Disciplinary Panel Hearing
	Exclusion from specified parts of the University
	Removal from University accommodation Suspension
	Expulsion
D4. Failing to comply with the 'IT Acceptable	Stage 1 Formal Disciplinary Meeting
Use Policy'.	Formal Warning
	Stage 2 Formal Disciplinary Panel Hearing
	Suspension
	Expulsion
D5. Failing to comply with any direction or	Stage 1 Formal Disciplinary Meeting
restriction, imposed by the Librarian in respect	Formal Warning
of the use of Library facilities.	Written Apology
	Stage 2 Formal Dissiplinary Danal Hearing
	Stage 2 Formal Disciplinary Panel Hearing Non-contact order
	Suspension from specified parts of the
	University
D6. Failure to comply with a previously imposed	Stage 2 Formal Disciplinary Panel Hearing
penalty under the Student Disciplinary	Formal Warning
Regulations.	Written Apology
	Suspension from specified parts of the
	University
	Suspension
	Expulsion
D7. Failing to comply with the University's policy	Stage 1 Formal Disciplinary Meeting
and procedures for attendance monitoring or	Formal Warning
misuse of electronic attendance monitoring.	Written Apology
	Stage 2 Formal Disciplinary Panel Hearing
	Suspension
	Expulsion

Offence	Example Sanction
D8. Behaving in such a way as may reasonably	Stage 1 Formal Disciplinary Meeting
be deemed to harm the reputation of the	Formal Warning
University of Westminster or its relationship with	Written Apology
the local or wider community and/or attracting	in the logy
adverse publicity.	Stage 2 Formal Disciplinary Panel Hearing
	Removal from University accommodation
	Suspension
	Expulsion
D9. Failure to declare a criminal conviction to	Stage 1 Formal Disciplinary Meeting
the University subject to the Rehabilitation of	Formal Warning
Offenders legislation, which may reasonably be	Written Apology
considered to harm the reputation of the	1 35
University or its relationship with the local or	Stage 2 Formal Disciplinary Panel Hearing
wider community and/or which may attract	Removal from University accommodation
adverse publicity.	Suspension
	Expulsion
D9. Failure to comply with a precautionary	Stage 2 Formal Disciplinary Panel Hearing
measure under the Student Disciplinary	Formal Warning
Regulations.	Written Apology
	Suspension from specified parts of the
	University
	Suspension
	Expulsion
D10. Conduct which resulted in the acquisition	Stage 1 Formal Disciplinary Meeting
of a criminal conviction for an offence not	Formal Warning
involving members of the University or its	Written Apology
premises, but which may affect the safety of a	
member of the University or the premises of the	Stage 2 Formal Disciplinary Panel Hearing
University or which could bring the University	Removal from University accommodation
into disrepute.	Suspension
	Expulsion
D11. Taking or consuming alcohol or hot food in	Stage 1 Formal Disciplinary Meeting
classrooms.	Formal Warning

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