



University of
East London

STUDENT CODE OF CONDUCT

Purpose

At UEL we are committed to creating a culture where everybody has the right to work and study in an environment that enables everyone to succeed and reach their potential. To create and maintain this culture all UEL students are required to adhere to the expected behaviours outlined in this code of conduct. This code is more than a list of things that we should and should not do: it reminds us that we should always consider how our behaviour affects others.

We are proud of our learning community and value the rich experiences gained through working and learning with colleagues and students from more than 120 countries. We are here to learn with, and from each other, to collaborate and to share ideas and perspectives. We value difference, respect the views of others, and uphold the right of expression of those views, even when they differ from our own.

Our **Equality and Diversity Policy** confirms our belief that we are committed to working together to build a learning community founded on equality of opportunity - a learning community which celebrates the rich diversity of our student and staff populations. Discriminatory behaviour has no place in our community and will not be tolerated.

Additionally, within a spirit of respecting difference, our equality and diversity policies promise equal treatment and opportunity for all regardless of gender, sexuality, race, colour, disability, religion, age, and ethnicity or nationality.

UEL is committed to fostering a positive working and learning environment where all staff, students, visitors, general public and contractors are treated fairly, with dignity, courtesy, respect and consideration.

We recognise that equality and freedom are precious and will not tolerate any behaviour or activity that is disrespectful, or may intimidate, provoke or harass others, or impede their learning and participation.

UEL has an actively zero tolerance approach to any form of hate crime or sexual violence. This code should be read in conjunction with the Non-Academic Misconduct Policy which covers instances of breaches against protected characteristics, Sexual Violence and Misconduct Policy and Academic Misconduct Regulations which can all be found under the **Student Policies and Procedures** tab on the UEL website.



Relationship to other policies and procedures

In addition to the policies quoted above, we have adopted a range of policies and procedures to help promote good behaviour, and to identify the standards of behaviour that we are required to observe. The University has published separate regulations and policies, including (but not limited to): the Library Code, the ICT Acceptable Use Policy, Academic Integrity Policy, Non-Academic Misconduct Policy, Sexual Violence and Misconduct, Suitability Procedure, and Fitness To Study procedure. Regulations which apply to our student residences may be utilised in conjunction with the Code of Conduct.

Scope

This Code of conduct applies

- To all students;
- At all sites throughout our estate, and;
- When we represent our University on business beyond our campus, both in real (face-to-face) and virtual environments.

Any breach of the Student Code of Conduct will be taken forward under the relevant University Procedure and in most cases will be treated as a disciplinary matter under the University's Student Disciplinary Procedure.

Expected behaviour

We expect all of our students to adhere to the following principles:

- Treat other people with respect, and make sure you have consent for any actions you perform towards them.
- Treat other people with respect, appreciating difference and including people of all backgrounds.
- Treat other people with consideration and empathy, and avoid actions which are likely to cause them distress or harm.
- Respect other people's physical and personal space, physical and intellectual property and private information.
- Respect the University's campus, physical / intellectual property and confidential information
- Act in such a way as to keep yourself and others safe.
- Comply with all applicable rules, regulations, policies, procedures and codes, both of the University and of local/ national government, and act honestly, ethically, and in good faith.
- Act in such a way as to support the work of the University and uphold its reputation.
- Expectations (General, Health & Safety)
- Showing respect for UEL property.
- Informing yourself of UEL health and safety policies and following them.
- Playing your part in maintaining security and being prepared to produce your identity card when requested.
- Caring for the environment at UEL by respecting buildings, spaces and facilities.
- Recycling and disposing of litter responsibly.
- Ensuring that any activity you engage in using the internet, including virtual learning environments (e.g. Moodle), social networking sites (e.g. Snapchat, Facebook, Twitter etc.), blogs or other web resources, refrains from causing offence and could not be regarded as bullying or harassment.
- Not engaging in behaviour that could impair the engagement, learning or participation of others.

Expectations (Study Environments)

All students must follow the rules laid down by UEL for academic activity, the use of the Library, IT learning areas and other services. Examples of expected behaviour includes:

- The libraries, IT learning areas, classrooms and lecture theatres are intended as quiet spaces for learning and working, not as social spaces for meeting friends and chatting. Please respect other users at all times.
- Food and drink should not be consumed in any of these areas except where expressly permitted.
- While using the library, or other designated quiet study areas, mobile telephones must be either switched to silent mode, or be switched off. Mobile telephones should not be answered, or telephone conversations conducted, in the library, or in other designated quiet study areas
- Headphones must be used in the library areas for study that involves listening to music, or for viewing audio-visual material, such as video clips or films. Personal stereos and other personal audio-visual equipment that is not used for study purposes should not be used in the library and in designated quiet study areas.
- Log out if leaving a personal computer unattended for more than a few minutes, so others may use them
- Individuals whose behaviour prevents others from studying quietly, or from using library and IT facilities will be required to leave the premises, and action will be taken using the appropriate regulation or procedure.

Expectations (Teaching Environments)

All students are expected to adhere to the following principles to ensure an optimal environment for teaching and learning and avoid behaviour that may impede the learning and participation of others:



- Be punctual for classes and other appointments, late arrivals disrupt the experience of others;
- If you arrive late and are permitted entry, enter quietly without disruption
- If you arrive late and are refused entry, leave immediately and without argument,
- It is not usually permissible to leave before the end of the session; if it is necessary to do so you must tell the lecturer/teaching staff member before the session begins, and leave quietly.
- Do nothing to impair others' engagement or learning; disruptive individuals will be required to leave immediately and without argument.
- Observe specialist guidance (e.g. in laboratory/clinical/studio sessions), and;
- Switch off mobile phones during lectures and seminars these may not be used, unless explicit permission has been given, during teaching.

People

The unacceptable types of behaviour listed below are not exhaustive. A full list of the sanctions that may be imposed by the University are set out in the Student Disciplinary Procedure and on page 14 of this document.

Disciplinary Offence	Examples of Unacceptable Behaviour
Abusive Behaviour	<ul style="list-style-type: none">- Threats to hurt another person- Acting in an intimidating and hostile manner- Bullying or harassment of member of staff and/or a student via any means; this includes the publishing of offensive material about an individual- Inappropriate use of the internet, virtual learning environments (e.g. Moodle), social networking sites (e.g. Facebook, Twitter, Snapchat, Instagram, Periscope etc) blogs, or other web resources, which could cause offence or be regarded as bullying or harassment- Addressing staff or fellow students in an impolite, inappropriate or offensive manner- Use of inappropriate language- Discriminatory, demeaning, abusive, indecent or offensive language or comments- Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/ maternity, marriage/ civil partnership, gender reassignment, disability or age- Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person- Disclosing private information about others online (doxing)- Stalking and/or following another person

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Disciplinary Offence	Examples of Unacceptable Behaviour
Physical Misconduct	<ul style="list-style-type: none"> - Punching - Kicking - Slapping - Pulling hair - Biting - Possession of firearms, or other offensive weapons (ceremonial knives: a recognised part of religious observance, are not considered to be offensive weapons and may be worn discreetly) - Pushing - Shoving
Sexual Misconduct	<ul style="list-style-type: none"> - Verbal harassment such as whistling, catcalling, or sexual innuendo - Making unwanted remarks of a sexual nature - Spreading rumours about a person's sex life - Nonverbal harassment, such as looking someone up and down or displaying pictures of a sexual nature - Sending emails or messages containing sexual content and/or asking for sexual favours - Inappropriately showing sexual organs to another person - Sexual intercourse or engaging in a sexual act (including kissing) without consent - Attempting to engage in a sexual act without consent - Creating, disclosing or threatening to disclose nude, sexual or sexually explicit photos, films or messages without consent and with intent to cause distress - Touching inappropriately through clothes without consent

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Disciplinary Offence	Examples of Unacceptable Behaviour
Operational Obstruction	<ul style="list-style-type: none"> - Acts/omissions/statements intended to deceive the University - Disruption of the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere - Disruption of the functions, duties or activities of any student/staff/ authorised visitor to the University - Fraud, deceit or dishonesty in relation to the University or its staff, or in relation to being a student at the university - Tampering with fire equipment - Obstruction or disruption of University processes and procedures, or roles, responsibilities and activities of members of the University Community e.g. non-compliance with a disciplinary investigation or penalty - Improper interference with the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere - Improper interference with the functions, duties or activities of any student/staff/authorised visitor to the University - Refusal to comply with local level regulations - Persistent late arrival for appointments and classes - Repeated use of mobile phones in classes and/or Quiet Zones of the Library

University

The unacceptable types of behaviour listed below are not exhaustive. A full list of the sanctions that may be imposed by the University are set out in the Student Disciplinary Procedure and on page 14 of this document.

Disciplinary Offence	Examples of Unacceptable Behaviour
Reputational Damage	<ul style="list-style-type: none">- Behaviour which has caused serious damage or could have caused serious damage to the reputation of the University- Conduct which constitutes a criminal offence, where that conduct took place on University premises, affected other members of the University community, or damages the good name of the University- Behaviour which has damaged or could have damaged the reputation of the University- Bringing the University into disrepute (e.g. through noise and/or anti-social behaviour in the local community)- Possession of illegal substances- Distribution of illegal substances- Not keeping to the stipulations set out in Disciplinary Outcomes i.e Breach of Behaviour Contract

Property

The unacceptable types of behaviour listed below are not exhaustive. A full list of the sanctions that may be imposed by the University are set out in the Student Disciplinary Procedure and on page 14 of this document.

Disciplinary Offence	Examples of Unacceptable Behaviour
Causing a Health or Safety Concern	<ul style="list-style-type: none">- Act/omission that did cause or could have caused a health and safety concern on University premises (e.g. smoking cigarettes in non-designated areas)- Causing minor damage to or defacement of University property or the property of students/ UEL staff/ visitors to the University intentionally or recklessly- Causing significant damage to or defacement of University property or the property of students/ UEL staff/ visitors to the University intentionally or recklessly- Act/omission that did cause or could have caused serious harm on University premises or during University activities (e.g. disabling fire extinguishers or possessing/ supplying controlled drugs)- Failure to evacuate following a fire alarm activation- Damage to property- Unauthorised Taking or Use of Property- Unauthorised entry onto or unauthorised use of University premises- Taking property belonging to another without permission- Theft of University property or the property of a member of the University community- Misuse of University property (for example computers and laboratory equipment)

**Disciplinary
Offence**

Examples of Unacceptable Behaviour

**Unauthorised
Taking or Use
of Property**

- Unauthorised entry onto or unauthorised use of University premises
- Taking property belonging to another without permission
- Theft of University property or the property of a member of the University community
- Misuse of University property (for example computers and laboratory equipment)
- Allowing another person to UEL issued personal property, e.g. student ID card



A student who is found to have committed any of the above offences may receive one or more of the following sanctions. Where possible sanctions will be educational and restorative while also recognising the severity of the breach at hand. This is not an exhaustive list and the Student Conduct Team and/or a Disciplinary Panel may decide to implement other penalties not listed here.

- Written warnings
- Withdrawal of privileges, such as use of named facilities or events
- Educational requirements (e.g. fire safety, consent, respect)
- Reparations (e.g. written apologies, replacement of damaged or stolen property, financial reparations for damaged or stolen property)
- Behaviour Contract (with stipulations)
- No contact order with a named person
- Exclusion (full or partial)
- Suspension for a given period of time
- Expulsion



This is not an exhaustive list and the University reserves the right to bring action in relation to other unacceptable behaviour. Action may also include civil or criminal proceedings.

Academic Misconduct

Disciplinary Offence	Examples of Unacceptable Behaviour	Examples of Sanctions
Breaches of Academic Regulations	<ul style="list-style-type: none"> - Plagiarism - Self-Plagiarism - Collusion - Purchasing essays, assessment papers, exam papers. Use of essay mills – contract cheating - Premeditated Dishonesty - Circumventing Turnitin - Cheating by use of unauthorised materials, technology, copying, unauthorised communication or any other method which leads to unfair advantage - Impersonating another person or having another person impersonate you in an exam - Manipulating or making up data or results for the purpose of an assessment – fabrication or falsification of data 	<ul style="list-style-type: none"> - Formal Warning - Further Education - Penalty on a final mark - Mark of 0% on an assessment - Mark of 0% on a module - Resitting an assessment - Cap on the mark of a re-assessment - Suspension - Expulsion

The list of examples noting Unacceptable behaviour and subsequent Sanctions is not exhaustive and the University reserves the right to bring action against any other unacceptable behaviour in relation to Academic Misconduct.

