

POLICY NAME

Policy Ref _Student Code of Conduct_____	Policy Owner _Security and Conduct Manager_____
Approving Body VCEG	Executive Lead Director for Students_____
Date Approved 25 September 2019	

Policy Statement

The Royal Agricultural University is committed to providing a high quality teaching and learning environment that is conducive to the academic and social well-being of the University community. High standards of conduct are necessary for the benefit of all members of the University and the maintenance of the University's reputation.

Students are expected to behave at all times in a way which demonstrates respect for the University, its students, staff and the wider community.

It is the responsibility of all students to ensure that they have read and are familiar with the Code of Student Conduct (the Code).

The Code is designed to encourage all students to meet the standards of behaviour required by the University. It is essential that all students comply with these standards and understand that if they fail to do so this could lead to disciplinary action.

International students should be aware that the outcome of disciplinary action could affect their existing permission to stay in the UK and, therefore, their ability to complete their programme of study under the terms of their current visa. International students should contact the University's Visa Immigration Support and Advice as early as possible in the process to discuss the specifics of their case.

Scope

The Code applies to all registered students of the University.

The Code applies to any alleged misconduct committed:

- On University Property which includes any property and/or premises owned or controlled by the University whether in the United Kingdom or abroad or to which access has been gained through membership of the University.
- At any other institution whether in the United Kingdom or abroad which a student attends as part of a university course, on external secondments, placements, field trips, residential trips or as part of any reciprocal agreement with another institution.
- At any other location whether in the United Kingdom or abroad where the University is of the view that the alleged offence has, or may, impact on the university community or the student's suitability to remain registered as a student, including circumstances where misconduct may also constitute a criminal offence.

Relevant Legislation/Guidance

The Office of the Independent Adjudicator - The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals.

Civil/Criminal Law – Where appropriate

Policy Details

All RAU students are required at all times to represent and uphold the good name of the University. This is not restricted to term time only but includes holiday periods, field placements and all other non- University activities both on and off campus and in University-managed accommodation. Students must behave as responsible members of the University community. They are expected to familiarise themselves with and act according to the following standards:

- Safely, and with regard for the safety of others;
- With civility, consideration and respect for others in the University and the local community; and
- In accordance with all University policies, rules and regulations, and all applicable laws.

Examples of Misconduct

An act will be regarded as misconduct, and therefore the subject of disciplinary action:

If it constitutes or is likely to constitute improper interference with the proper functioning and activities of the University, or of those who work or study in the University, or if it damages or is likely to damage the reputation of the University.

The following constitutes a non-exhaustive list of examples of possible misconduct, some of which may also constitute a criminal act.

1. Anti-Social Behaviour

- Excessive noise nuisance, rowdy behaviour
- Verbal abuse
- Inconsiderate or inappropriate use of vehicles
- Indiscriminate breaking of glass around Campus
- Littering
- Misuse of communal areas both internally and externally

2. Physical misconduct

- Punching;
- Kicking;
- Slapping;
- Biting;
- Pulling hair;
- Pushing/shoving.

3. Bullying

- Written or verbal threats
- Physical gestures or actions
- Insulting, aggressive, intimidating behaviour including offensive language
- Cyber bullying including inappropriate text/voice messaging and/or emailing; sending inappropriate images by phone or via the internet.
- Cyber bullying including abuse of chat rooms, instant messenger and social networking sites such as Facebook, Twitter, You Tube and Snapchat etc.
- Unjustifiable exclusion, e.g. withholding information, isolation or non-co-operation of colleagues in classroom and social activities • Spreading malicious untruths about another person

4. Harassment

- Sexual Harassment e.g. unwanted physical contact or unwelcome advances, attention, invitations or proposals; suggestive or sexual comments, looks, actions or jokes; ridicule; stalking.
- Racial Harassment e.g. name calling or ridicule based on culture and ethnicity; verbal abuse and racist jokes; intrusive questioning concerning racial issues and origins; exclusion based on nationality.
- Harassment because of health and disability e.g. name calling or ridicule; prejudging capabilities without reference to them; exclusion based on disability; uninvited/patronising or unnecessary assistance.
- Homophobic comments, or jokes; derogatory or embarrassing comments on an individual's personal appearance, age, and sexual orientation; comments on an individual's religious or political convictions and affiliations.

5. Victimisation

- Victimisation means punishing or threatening to punish someone. It is against the law to punish or threaten to punish someone because they have:
- Asserted their rights under equal opportunity law
- Made a complaint
- Helped someone else make a complaint
- Refused to do something because it would be discrimination, sexual harassment or victimisation.

6. Sexual, physical, emotional violence or harassment or abuse

- Engaging, or attempting to engage in sexual intercourse or a sexual act without consent;
- Sharing private sexual materials of another person without consent;
- Kissing and/or touching inappropriately without consent;
- Inappropriately showing sexual organs to another person;
- Repeatedly following another person without good reason;

- Making unwanted remarks of a sexual nature.

7. Abusive behaviour

- Threats to hurt another person;
- Engaging in any activity or behaviour, including acts of racial hatred, non-violent extremism, violent extremism and/or terrorism and abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy, marriage/civil partnership, gender reassignment, disability or age¹;
- Acting in an intimidating and hostile manner;
- Malicious or vexatious allegations against other members of the University community;
- Use of inappropriate language;
- Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person.

8. Damage to property

Causing damage to University property or property of other students, staff or visitors.

9. Unauthorised taking or use of property

- Unauthorised entry onto or unauthorised use of University premises;
- Misuse of University property (for example computers and laboratory equipment) or failure to comply with IT regulations;
- Purchase or order goods on behalf of the University without due authorisation.
- Act/omission that did cause or could have caused serious harm on University premises or during University activities (for example, disabling fire extinguishers or possessing/supplying controlled drugs) and including interfering with anything provided in the interests of Health and Safety at Work.
- Act/omission that did cause or could have caused a health and safety concern on University premises or during University activities (for example, smoking cigarettes in non-designated areas);
- Carrying potential weapons, for example knives, whilst on a university campus.

10. Operational obstruction

- 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;

¹ It is to be noted that incidents which appear to the victim or anyone else to be based on prejudice towards them because of their race, religion, sexual orientation, disability or transgender identity are known as hate incidents. When a hate incident is also a criminal offence it is known as a hate crime. Hate crime is not a specific criminal offence in itself, rather it denotes a criminal offence such as assault, harassment, sexual offences, criminal damage and hate mail, which is perceived to be motivated by hostility or prejudice based on race, religion, sexual orientation, disability or transgender identity.

- Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University;
- Bribe or attempt to bribe a member of university staff;
- 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 or employee of the University or any authorised visitor to the University;
- Fail to comply with the reasonable request of an authorised individual;
- Fail to give their name and address to an officer or employee of the University when reasonably requested to do so by such officer or employee in the course of their duties.

11.Reputational damage

- Behaviour which has caused or could have caused damage to the reputation of the University.

12.Issues specific to the country of study

- This includes, but is not limited to, failure to comply with the laws of the country of study and failure to comply with policies or regulations, including rules as may be imposed by management in relation to the use of shared or campus facilities

Student Conduct

The University will seek to promote and facilitate good student conduct through education, support and positive encouragement, however where these approaches or other informal action are not sufficient we will institute formal disciplinary action. Once formal disciplinary action has been instituted, a case will be concluded even if the alleged perpetrator is no longer a student of the University.

Alleged Failures with Standards

Alleged failures by students to comply with the standards of conduct may result in the University taking action under the Student Disciplinary Procedures and/or such other University procedures as it considers reasonable and appropriate.

Refer to:

- Fitness to Study
- Student Drug and Alcohol Policy
- University Academic Regulations and Procedures
- Freedom of Speech Policy
- Health and Safety Policies
- Bullying and Harassment Procedure
- Hate incident reporting
- IT Acceptable Use Policy
- Residential Terms & Conditions for students in University accommodation
- Library Rules

- Social media guidance

Student Misconduct

The University has a two-stage process for dealing with alleged student misconduct as set out in the Student Discipline Policy and Procedure. This is summarised below:

Stage 1 – Following any allegation of misconduct an investigation will be carried out by the Security and Conduct Manager and a meeting will then be arranged with the student. If it is deemed that the level of misconduct is eligible to be dealt with at Stage 1 then the Security and Conduct Manager has authority to impose sanctions to reflect the level of misconduct. (Refer to the Student Discipline Policy and Procedure for full details).

Stage 2 – Where an allegation, or findings of the Stage 1 procedure are such that it would not be deemed appropriate to deal with at Stage 1 alone, then the Director for Students will be informed and a determination made as to whether the allegation is serious enough and should be dealt with at Stage 2 where a disciplinary panel may be convened to hear the case. (Refer to the Student Discipline Policy and Procedure for full details).

Responsibilities

Students are accountable for their own behaviour.

University Employees are encouraged to challenge and report poor student behaviour.

The Security and Conduct Manager manages all student conduct related incidents and reports all such incidents to the Director for Students.

Other Related Policies/ Procedures

There are various other University Policies and regulations that apply and include (but not limited to)

Terms and Conditions of Residency

Student Discipline Policy and Procedure

Prevent Policy

Health and Safety Policy

Drugs and Alcohol Policy

Freedom of Speech Policy

Consequences

Implementation of the Student Discipline Policy and Procedure.

Notice to leave University Accommodation

Suspension/exclusion from the University and all its buildings.

Review

This policy will be reviewed every TWO years.