

**Ruskin College**

**Student Code of Conduct**

Ruskin College is part of the University of West London Group. Some of the services provided to students at the College will provided by the University. Students will also be subject to the University’s Regulations including the Disciplinary Regulations and its policies and procedures such as the University Complaints Procedure.

Ruskin College has adopted the University’s Equality, Diversity and Inclusion Policy, the Staff Student Relationships Policy and the procedures for Dealing with Unacceptable Behaviour.

**Student Code of Conduct**

1. Introduction
   1. The College is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to live, study, work and relax in an environment where they feel safe.
   2. As members of the College community, we expect the highest standards of behaviour from our students, whether on College premises, its online platforms and virtual learning environment or elsewhere. All members of the College should be aware of their own behaviour and how it impacts on others. This Code sets out the standards of behaviour expected from students and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.
   3. Where students fail to abide by the required standards of behaviour, action will be taken under the Student Disciplinary Regulations of the University of West London which are available [here](http://www.uwl.ac.uk/students/current-students/policies-procedures-and-regulations).
   4. Any complaints of unacceptable behaviour made by students will be taken seriously and, if substantiated, may provide grounds for action under the Student Disciplinary Regulations or the Staff Disciplinary Procedure as appropriate. Equally, the University will take appropriate action for any vexatious or malicious allegations. Students should refer to the University’s guidance on Dealing with Unacceptable Behaviour which are available [here](http://www.uwl.ac.uk/students/current-students/policies-procedures-and-regulations) if they wish to make a complaint about the behaviour of others.
2. Policy statement on violence, abuse and harassment
   1. All students and staff have the right to live, study, work and relax in an environment where they are free from any form of violence, abuse or harassment and where their body, gender identity, ethnicity, religion, sexuality and personal boundaries are respected.
   2. No student or staff member should be forced to just ‘put up’ with violent or abusive behaviour from others, threats of such behaviour, or any other forms of abuse or harassment. This includes sexual violence, abuse and harrassment, and any violence, abuse or harassment as a result of racial or religious hatred or prejudice relating to sexuality or gender. Action must be taken where necessary to ensure all students and staff are able to enjoy College life without experiencing these.
   3. Any harassment will not be tolerated by the College and those who commit or threaten acts of harassment should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.
   4. Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment based on race, religion or other protected characteristics such as gender identity or sexuality, can seek the help of the University’s Student Services. Student Services will offer appropriate support and also help report any issues as appropriate. Students should also make a compliant if appropriate and guidance on how to deal with these issues is set out in the Guidance on Dealing with Unacceptable Behaviour.
   5. The College is aware that sexual violence and sexual harassment is predominantly aimed at women. However, the College recognises that all students may be the target of such behaviour and the College will aim to support all students regardless of gender, gender identity or sexuality. All students who are the target of racial abuse and harassment will also be supported equally.
   6. Students who wish to make a complaint about the behaviour of staff or students of the College should follow the Dealing with Unacceptable Behaviour Guidance for Students which is available [here](http://www.uwl.ac.uk/students/current-students/policies-procedures-and-regulations).
3. Behaviour towards others
   1. You should treat all College staff, University staff, students and visitors with courtesy and respect.
   2. You should respect other members’ basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
   3. You should ensure that you behave in a manner compatible with the University’s Equality and Diversity statement and not discriminate or harass anyone on the basis of their **age, disability, gender re-assignment, gender identity, marital status, pregnancy, race, religion or belief, sex or sexual orientation.**
   4. On no occasion should you use personally abusive, threatening or violent behaviour either in person, through the College or University’s online platforms, or through the use of email, texts or social media.
4. Safety and Security
   1. The College owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the College is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of the College and the University.
   2. You should ensure that you do not take any action that endangers yourself or others. In this context you must follow the guidelines on keeping the College Covid-19 or other infections secure to enable your safety and the safety of others.
   3. You should comply promptly with any requests in the event of an emergency.
5. Care of property
   1. You should treat College property, equipment and other materials and the property of others with care and respect.
   2. You must abide by the College policies regarding food and drink where this is signposted as this can damage equipment.
   3. You should take care of your own property and not leave valuables unattended.
6. Smoking
   1. Smoking or vaping is prohibited inside any building operated by the College (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke or vape near doors and outside areas where it is clearly designated as no smoking.
7. Drugs and Alcohol
   1. You must not take or supply illegal drugs on campus or the peripheral area. Drugs found in students’ possession will be confiscated and students will be disciplined.
   2. Students may only drink alcohol on campus at organised events.
   3. Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.
   4. Students should abide by the separate disciplinary policy which is applied in College accommodation. This includes the banning of illegal drugs.
8. Compliance with Policies and Regulations
   1. You should comply with any other published College and University policies, codes or procedures which are designed to ensure the effective operation of the College. You should make yourself familiar with and abide by the University’s Policy and Regulations in particular:
   2. Academic Regulations, particularly the Academic Offences Regulations
   3. Internet and email codes of practice
   4. The Equality, Diversity and Inclusion Policy
   5. Health and Safety Regulations and Fire Regulations and any Covid-19 secure guidelines
   6. Code of Practice on Freedom of Speech
9. Action under the Student Disciplinary Procedures
   1. The Student Disciplinary Procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:
   2. Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others either in person or online;
   3. sexual violence, abuse or harassment;
   4. racial or religious violence, abuse or harassment or other racist activity or behaviour;
   5. violence, abuse or harassment relating to sexual orientation
   6. violence, abuse or harassment relating to a person’s gender identity or gender re-assignment;
   7. damage to University property or the property of any student or member of staff;
   8. any action likely to cause injury to any person or impairing the safety of the premises, including fighting on College premises or repeated failure to abide by guidelines or policies designed to protect their safety and wellbeing;
   9. conduct that interferes with the academic or administrative activities of the College, such as disruption of teaching, research, examinations, working of staff and other campus services;
   10. falsification or misuse of qualifications including University records, including award certificates
   11. misappropriation or misuse of College funds or assets or those of others;
   12. false pretence or impersonation of others within or without the College, in connection with academic attainments or financial awards
   13. offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others
   14. conduct within or without the College that is disorderly or which causes a nuisance (whether or not causing damage) and is seriously detrimental to the good name of the College (this will exclude student’s right to an organised protest or use of public petition unless the behaviour is unlawful)
   15. Conviction of a criminal offence which is a risk to the College Community or involving fraud or damage to property.
   16. The above list is not intended to be exhaustive but outlines what the College considers to be unacceptable behaviour.
10. Disciplinary procedures
    1. The Disciplinary Procedures will be followed where there is a breach of the Code of Conduct. The procedures may be found [here](http://www.uwl.ac.uk/students/current-students/policies-procedures-and-regulations).
    2. Students may contact the University Students’ Union for support through the disciplinary process.
    3. There will be instances when certain behaviours which would usually be considered to be minor are in fact very serious and will require a more serious sanction and there will be instances when certain behaviours which would usually be considered to be serious are in fact minor and will require a less serious sanction.
    4. Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be taken into account when determining what sanction should be imposed.
11. Precautionary action and suspension from the College
    1. Where students are being investigated under the Student Disciplinary Regulations, they may be suspended as a precautionary measure if it is considered that it is necessary to protect them, the integrity of the investigation and or other students from harm. Precautionary action will be reasonable and proportionate and may include:
    * imposing conditions on accused students (for example, requiring an accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation);
    * suspending accused students from their studies;
    * excluding accused students (for example, prohibiting an accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement).
    1. These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the university has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.
    2. Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.
    3. More details on precautionary action, and how to appeal a suspension are outlined in the Student Disciplinary Procedures.
12. Conviction for a criminal offences
    1. Students should always declare when they receive a conviction. Where a student has been convicted of a criminal offence during their studies at the College, consideration will be given as to whether this affects their status as a student at the College or of the University. In coming to this decision, the College and the University will consider particularly the nature of the offence and whether other students or staff are at risk. It will also consider whether the actions of the student has brought the institution into disrepute. This will apply to convictions for offences on campus but also those committed off campus or online.

**Approved: April 2022**