

HE Student Code of Conduct 2024

APPROVED BY (SELT) ON (June 2024)

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

Version:	3	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
HoDs University Centre Leeds	June 2024	3
HoDs Leeds Conservatoire	June 2024	3
HE Academic Board University Centre Leeds	May 2024	3
HE Academic Board Leeds Conservatoire	June 2024	3
SELT	June 2024	3
Name of author:	Dean of Higher Education	
Name of responsible committee:	HE Registry	
Related policies: (list)	HE Complaints Process Complaints Process Flowchart	
Equality impact assessment completed	Date:	
	Assessment type	
	<input type="checkbox"/> Full <input type="checkbox"/> Part <input checked="" type="checkbox"/> Not required	
Environmental Impact Assessment Completed	Date:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not required	
Policy will be communicated via:	VLE	
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1. INTRODUCTION

For the purposes of policy University Centre Leeds and Leeds Conservatoire will be known as the 'Provider'.

The Provider are committed to providing a high-quality learning and teaching experience for all students. This can only be achieved if members of the Provider community live and work beside each other in an environment that promotes respect.

Students at the Provider are expected to conduct themselves at all times in a manner that demonstrates respect for the facilities, its students and staff, and members of the wider community. Every student is an ambassador for the Provider University and, accordingly, is expected to behave in a way that enhances and does not cause defamation to its reputation.

Allegations of student misconduct in relation to the behaviours set out in the Student Code of Conduct will be considered in accordance with the Provider's Student Code of Conduct and Disciplinary Policy.

- Academic misconduct does not fall within the scope of the Student Code of Conduct or the Student Code of Conduct and Disciplinary Policy.
- Issues of academic misconduct are addressed through our Academic Misconduct Policy.
- Similarly, the Student Code of Conduct and the Student Code of Conduct and Disciplinary Policy do not cover staff conduct towards students.
- Complaints about the conduct of a member of staff at the Provider should be made via the HE Complaints Policy.

2. BEHAVIOURS THAT ARE EXPECTED OF STUDENTS

On site, in student accommodation where the Provider have a legal agreement with the landlord (Joseph Stones House and One Mill Street), and on study visits, placements and other learning and assessment activities, the Provider expects students to:

- Behave in a responsible manner that will help to foster mutual respect and understanding between all members of the Provider community;
- Act within the law and not engage in any activity or behaviour that is likely to bring the Provider into disrepute;
- Behave and communicate in ways that do not unreasonably offend others (e.g. using abusive or obscene language or engaging in any form of discriminatory or anti-social behaviour);
- Treat with respect everyone with whom they come into contact, whether within the Provider or locations listed above
- Treat the Provider property with respect;
- Comply reasonably with requests of members of staff;
- Adhere to the Providers health and safety policies and procedures;
- Observe fire alarms and related procedures and evacuate buildings when alarms sound.

Off site, the Provider expects students to:

- Help to support the Providers positive relationship with local communities in the way that they conduct themselves in the surrounding area;
- Be considerate of their neighbours, especially in relation to noise levels and rubbish;
- Act within the law and not engage in activity or behaviour that is likely to bring the Provider into disrepute.

3. BEHAVIOURS THAT WILL BE REGARDED AS MISCONDUCT:

In the context of the Student Code of Conduct and the [Student Code of Conduct and Disciplinary Policy](#), the Provider defines student misconduct as the improper interference, in the broadest sense, with the proper functioning or activities of the Provider, or those who work or study at the Provider, or action which otherwise damages the Provider.

The forms of inappropriate conduct set out below are examples of student misconduct that are likely to lead to disciplinary action under the [Student Code of Conduct and Disciplinary Policy](#). This list is not exhaustive.

- Lending of a student ID card to another student or other third party;
- Breaches of the Library Regulations for Internal Users;
- Breaches of the Core IT Policies and Procedures;
- Breaches of any other codes, policies or regulations adopted by the Provider;
- Falsification of evidence used to support a mitigating circumstance claim;
- Obstruction or interference with the normal function or duty of other students, members of staff or a third party;
- Unfair and disrespectful treatment of other students, members of staff, or a third party;
- The misuse of any of the Providers conservatoire facilities or property;
- Unauthorised removal of the Provider property or equipment from the premises;
- Intentional or reckless damage to the Provider facilities or property;
- Bullying, harassment, or victimisation of other students, members of staff, or a third party;
- Sexual misconduct involving other students, members of staff or a third party;
- Violent, threatening or offensive behaviour towards another student, member of staff, or third party;
- Action likely to cause injury or impair safety to oneself or others;
- Any conduct that constitutes a criminal offence, affects other members of the Provider community, or damages the reputation of the Provider;
- Any other act or behaviour that may be reasonably interpreted as misconduct, and which does not have an equivalent example above.

Instances of misconduct relating to the treatment of other members of the Provider community will also be considered if they take place via email, written communication or via social media.

Behaviours that will be regarded as serious misconduct

The following kinds of behaviour will normally be treated by the Provider as serious misconduct, where the disciplinary panel can consider whether the student should be suspended and/or expelled from the Provider and/or halls of residence that are occupied by our students:

- Abusive language used about others, or abusive behaviour towards others, on the grounds of their age, disability, gender, gender identity, pregnancy, maternity, race, religion, belief, or sexual orientation;
- Taking the Provider property, or the property of the Provider staff or students, without permission;
- Deceit, deception or dishonesty in relation to the Provider or its staff and students, or while on the Provider-related activities;
- The supply of illegal drugs or any substance that has a similar effect to illegal drugs;

4. THE STUDENT CODE OF CONDUCT AND PLACEMENTS

The Provider requires full disclosure of relevant information in order to arrange placements for students. If a student has a serious, relevant, disciplinary record or a related criminal conviction that is not 'spent', their permission will need to be obtained to disclose that information to potential placement providers, so that the providers can decide whether or not to accept them. Where a student who is in this position does not give permission for such information to be disclosed, the Provider will be unable to arrange a placement for them.

Students who are on placements will be subject to the Code of Conduct and associated procedures of the placement provider, including the provider's absolute authority to dismiss. Dismissal from a placement for misconduct constitutes either misconduct or serious misconduct under the Student Code of Conduct, because it damages, or has the potential to damage, the Provider's relationship or reputation with an external organisation.

Where dismissal has resulted from a finding of fact made by the placement provider, this will not need to be reopened by the Provider. The issue for the Provider will be the seriousness of the offence. Where the placement provider has not gone through a formal disciplinary process, the Provider may need to invoke its own disciplinary procedures.

If the pre-placement conduct of a student has the potential to damage the University's relationship with the placement provider, the relevant Head of Department/School may refuse to allow the student to undertake a placement. Where the student is on a programme that includes a placement year, this will result in the student being transferred to a non-placement variant of the programme. Detailed guidance will be provided to students in programme and related handbooks. Requests for reviews of such decisions will be dealt with under the review procedure in the Student Code of Conduct

5. GUIDANCE ON THE STUDENT CODE OF CONDUCT IN ACCOMMODATION

Students must comply with the terms of the Student Code of Conduct, and the Terms and Conditions of Residence. Non-compliance will result in the Student Code of Conduct and Disciplinary Policy being enforced.

6. FIRE SAFETY

You must adhere to all fire regulations and evacuation procedures, which are displayed in the accommodation and must not cause a fire hazard. In particular:

- a) You must attend the compulsory fire meetings;
- b) You must not obstruct Communal Areas or fire escape routes nor prop open, or tamper with, the fire doors (as they are designed to reduce the spread of fire) and not to abuse, interfere or otherwise tamper with any of our fire prevention and detection equipment;
- c) You must complete an online induction prior to moving into your Hall.
- d) The following items are not allowed in Halls, these are examples and not an exhaustive list:

- Inflatable items or furniture;
- Candles;
- Incense sticks/burners or other naked flame;
- Fireworks;
- Petrol, paraffin, bottled gas, oil;
- Oil-filled radiators;
- Halogen lights;
- Producing excessive smoke or vapour;

- Deep fat fryers;
- Sun-beds;
- Hookah or shisha pipes; or
- Broken plates, glasses, knives, weapons or replica weapons

Change Summary		
Version	Date	Summary of Changes