

Code of Conduct

General Behaviour

Behaviour on Campus

Our campus is a great place to live, work and socialise and it's up to all of us to make sure it stays that way. We want you to have a fantastic time here and to feel happy, safe and secure.

Please act responsibly and encourage others to do so as well, so that we can keep the community a safe place to be.

If any of our students behave in a way that adversely affects the comfort and safety of others on campus, we will take action to protect everyone else.

Unacceptable behaviour includes;

- Violence, harassment, making threats or giving verbal abuse;
- Possession, use or supply of drugs;
- anti-social behaviour;
- damaging property;
- theft;
- deliberately setting off fire alarms;
- ignoring Health and Safety regulations that exist to protect everyone;
- preventing freedom of speech or freedom of belief within the law on the University campus.

This is not an exhaustive list. More detailed examples can be found in the University's Rules of Student Misconduct in [Senate Regulation 6.19](#). These Rules relate to student conduct both on and off campus, and they continue to apply during and outside of term times, throughout the whole of your registration at the University.

The University has formal disciplinary procedures that are used in such cases and these can lead to penalties such as eviction from accommodation, fines, suspension and expulsion from the University.

For more information, including guidance on the University's Zero Tolerance Policy on the supply on drugs and possession of weapons, see the Student Misconduct tab.

If you are living on campus, you are also advised to read [Residences Regulations](#) which set out standards of behaviour for living in halls of residence. The sort of penalties which may be applied if you are found to have breached the Residences Regulations include payment of a fine of compensation, written warnings and formal steps to end your License Agreement.

Smoking on Campus

We operate a total ban on smoking (including e-cigarettes) on all premises, including bars, Halls of Residence and vehicles.

Smoking is permitted only in open spaces well away (a minimum of four metres) from building entrances and windows.

Living in the Community

All our students are ambassadors for the university, whether they live on or off-campus and how they behave reflects on the University's good name. Living in the local community brings responsibilities – not only maintaining a house and paying bills, but also learning how to live amicably and considerately with your neighbours. For more information, please read our [‘Living outside campus’](#) leaflet.

Student Misconduct

Student disciplinary matters

We seek to maintain an environment which is safe and conducive to teaching, learning and research, and which supports the wellbeing of all.

The University has its own Rules of Student Misconduct which are set out in [Senate Regulation 6](#), paragraph 19, and the attached [Student Disciplinary Procedure](#). These Rules relate to student conduct both on and off campus, and they continue to apply during and outside of term times, throughout the whole of your registration at the University.

If allegations are made that you have potentially breached any of these rules, action may be taken against you. For example, if the University has received a report that you have behaved in a way that adversely affects the comfort, safety and security of others on campus, or that you have brought the good name of the University into disrepute, a misconduct investigation is likely to start. If the allegations are not dismissed at this stage, they may be investigated further before the matter is decided by the Vice Chancellor's Representative or a Misconduct Panel.

If the allegations are upheld against you, the University can impose penalties. These will depend on the circumstances of the case but can include formal warnings, fines, suspension and expulsion from the University.

[Senate Regulation 6](#) gives full information about the procedures to be followed in the event that disciplinary action is to be taken against you by the University.

You should also be aware that Residences can take disciplinary action against you if you breach the [Residences Regulations](#). Any disciplinary action taken by Residences is separate to action taken by the university, although Residences may refer any

incidents of serious or persistently offensive conduct to the University for further action to be taken under [Senate Regulation 6](#).

Impact of disciplinary procedures on academic studies

If you are in your final year of study and an investigation into non-academic misconduct is continuing when the Board of Examiners considers your marks for an assessment or award, your results and recommendation for award will not be formally confirmed to you until the conclusion of your misconduct case. This could mean that you may not graduate with your peers.

Criminal convictions acquired prior to first enrolment

When you enrol at the University on any undergraduate or postgraduate course you will be asked to complete a Registration Task and answer some questions about any criminal convictions, excluding speeding offences. If you answer yes to the question, you will then be sent an email asking you to provide further information and explaining what will be done with the information you provide. No conviction information is kept on your student record.

If you are enrolling onto an undergraduate or postgraduate professional course at the University, for example, in teaching, health, medicine or social work, you are required to complete a criminal conviction disclaimer and will be asked if you have any spent and/or unspent criminal convictions, excluding speeding offences which resulted in three points on your driving licence. If you have a relevant offence, you will be asked to provide further information, the matter may be referred to the Convictions Panel.

If you are unsure whether you need to disclose a conviction, you are advised to take independent legal advice. For further information, please refer to the University's [Admissions Policy](#).

If you are a University applicant and you do not disclose a conviction, your offer will normally be withdrawn and your registration will be declared null and void in accordance with the University's [Admissions Policy](#).

Criminal convictions acquired post-admission and for returning students

If you acquire a relevant criminal conviction following acceptance to the University or after beginning a programme of study, this must be declared to the University as soon as possible by informing the University's [Investigating Officer](#). Failure to do so may lead to misconduct under [Senate Regulation 6](#).

Zero tolerance policy on weapons and drug dealing

To ensure that our environment is safe for all students and staff, the University has a Zero Tolerance policy towards the possession of weapons and drug dealing by students both on and off campus.

If you are found to have been dealing drugs, or intending to deal drugs or that you have been in possession of a weapon, you will face serious misconduct action. This will almost certainly result in you being expelled from the University, with the possibility that you may not retain any credits already achieved in your academic studies or any award (whether intermediate or final). (see [Senate Regulation 6](#), paragraph 23). These penalties may be applied even if it is your first offence or if you have not been found guilty in a Court of Law.

If allegations are made that you have been dealing or intending to deal drugs or that you have been in possession of a weapon either on or off campus, it is likely that you will be temporarily suspended from your studies or temporarily excluded. This action will be taken if you are considered to be a potential or actual threat to the safety, security or good order of the University, its students, staff, services, facilities, functions its reputation or to members of the public (see [Senate Regulation 6](#), paragraph 8).

In some cases, the University may not be able to progress its own misconduct investigation under Senate Regulation 6 until the outcome of any Police investigation into your conduct and any relevant court proceedings is concluded. This may happen if the University does not have sufficient evidence of its own to progress the case, or if the Police has specifically asked the University not to progress its own misconduct case at that time. In these circumstances, you are likely to be temporarily suspended from your studies and temporarily excluded from campus for a certain period of time, which may be extended.

Your conduct may result in you getting a criminal record, which you will need to disclose to the University in accordance with the University's Disclosure Policy on criminal convictions.

It is essential that you recognise what is likely to happen to you if you are caught dealing drugs, intending to deal drugs or in possession of weapons. University should be a pleasurable and rewarding experience, and everyone deserves to have the best time possible here at Brunel. In strictly observing this policy, the University believes that the campus community will be a safe and secure place to study and socialise.

Appendix to Code of Conduct

Brunel University London Community Pledge

Our community at Brunel University London is diverse, inclusive, and supportive; promoting a culture of wellbeing which enables all students to achieve their full potential. We pride ourselves on creating a welcoming, vibrant and safe environment for our staff, students, partners, visitors and the wider community. Unfortunately, the global Covid-19 pandemic continues to impact on all our lives and this means that now, more than ever, we all need to work to support each other, to behave appropriately and considerately, and to uphold the values of our institution: Open and honest, Fair and inclusive, Determined and Focused on excellence.

We ask all students at the University to commit to the following pledge:

- I will follow [Government and University guidance](#) related to reducing the spread of Covid-19. I understand that this is likely to change regularly so I will take personal responsibility for ensuring I am up to date with the latest information. If I begin to suffer with Covid-19 symptoms I will report these using the processes within the University, follow guidance to self-isolate and get a test and only attend online teaching sessions. I accept the role that I must play in making sure that the areas where we live, work, and study are as safe as they can be.
- I will show empathy, respect and due consideration to others, including my friends and fellow students, my tutors, lecturers and other University staff, my neighbours in halls of residences and off-campus, and all of those who help me achieve my goals whilst at University. I note that this pledge sits alongside the University's [Bullying and Harassment Policy for students](#) and that I have a duty to assist in facilitating and promoting an environment in which harassment, bullying, and victimisation are regarded as unacceptable. I acknowledge that I may not know other people's personal circumstances, that all disabilities are not visible and that it is therefore vital that I remain attentive, follow the appropriate guidance, and respond positively to the concerns of others. I will not be judgemental about others or blame or stigmatise groups or individuals.
- I understand the importance of providing friendship, helping people avoid loneliness and isolation, and supporting others. I will look out for my friends and those with whom I live or study and help my fellow students, whether on campus, online or in halls, especially if they are in difficulties or don't understand procedures. I will try to offer my fellow students help if they cannot attend work or class and try to check in with them if they are absent from online or face to face sessions. If I have a concern about someone, I will raise this with an appropriate person (Tutor, line manager, Residences Manager) or by contacting

- studentsupport@brunel.ac.uk or via [Report and Support](#) so that help can be offered.
- I will be inclusive and supportive to those around me. If I see others behaving inappropriately and contrary to guidance, I will, when appropriate to do so, raise my concerns directly with those people in an open, constructive, and polite manner, using [appropriate communication techniques to engage with them](#). Where I feel unable to safely approach someone with my concerns and uncomfortable doing so, I will use the method outlined at the bottom of this pledge to raise the concern with relevant staff within the University.
- If I am approached by a fellow student or member of staff about my behaviour I will respond in an open, positive, and respectful manner; listening carefully to understand the concern and changing my behaviour accordingly. I understand and accept that breaching University guidance, including other aspects of the University's [Code of Conduct](#) could be considered non-academic misconduct and may lead to me being subject to University disciplinary processes as outlined in the [Student Disciplinary Procedure](#). If I see situations that are contrary to guidance, I will remove myself from those situations as soon as possible.
- I recognise that the University's response to the Covid-19 situation is likely to change over time and that all members of the Brunel community must be vigilant and attentive to developments. I will continue to pay attention to information and guidance provided by the University about the global pandemic and its impact and take responsibility to support the maintenance of good order and a safe environment which is conducive to study, research, living and working.

If you have a concern about the behaviour of others but feel unable to raise this with them directly, please report it via [Report & Support](#) or by contacting studentsupport@brunel.ac.uk putting "Covid Conduct – Escalated Concern" in the subject line. We will provide you with support and take the necessary steps to positively resolve the concern.

If the situation is urgent, or you feel that you are at risk of physical and verbal abuse, you can get support from University Security (on-campus) by calling 66943 internally or 01895 255786 from an outside line or the Police (off-campus) by calling 999.

To familiarise yourself with appropriate ways in which to approach a fellow student or staff member about their behaviour, such as not wearing a mask or failing to socially distance where required, you may wish to read: <https://blog.derby.ac.uk/2020/07/how-to-encourage-strangers-to-wear-a-face-covering/>.