

Student Code of Conduct

UPR SA01 version 09.0

Policies superseded by this document

This document replaces version 08.0 of UPR SA01, with effect from 1 September 2020.

Summary of significant changes to the previous version

Minor amendments to provide further clarity have been made.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

- 1 Our University is a student-focussed and diverse community of students and staff who work and study together closely and it is important that they are able to do so without disruption. The student community includes those enrolled on short courses; on undergraduate, taught postgraduate and Continuing Professional Development programmes; and those registered for research degrees.
- 2 The University has a fair admissions policy and aims to be responsive to all applicants and to provide pre-entry information that is appropriate. All students are able to use the high quality learning and teaching facilities and support services that we provide and are encouraged to participate actively in the work of the University through committee membership. There are well-established processes through which students may raise queries and complaints. Detailed information is given in the Statement of Responsibilities and Commitments (see Appendix I, UPR SA01¹).
- 3 This Code of Conduct is intended to clarify the standard of behaviour that the University expects from students when they are at the University and when they go out into the wider community. These standards are enshrined in University regulation. Where this Code appears to conflict with University regulation, the latter will take precedence. The examples given in this Code are illustrative and are not an exhaustive list.
- 4 As a student we expect you:
 - i to commit to all elements of your programme of study, recognising that a full-time course requires the equivalent of a minimum **40** hours per week study time;
 - ii to be punctual in your attendance and to meet deadlines (persistent, unexplained, late arrival at, or early departure from, lectures, seminars, tutorials and practicals is not acceptable);

¹ Appendix I, UPR SA01 'Statement of Responsibilities and Commitments'

- iii to be attentive in class (electronic devices other than those necessary for the session must be switched off for the entire period of the lecture, seminar, tutorial or practical, in particular, using your mobile telephone, texting or sending recordings/images is not acceptable);
- iv any other form of behaviour which could reasonably be regarded as disruptive or offensive is also not acceptable);
- v to ensure that you do not behave in a disruptive manner either on or off campus (the University considers disruptive, inconsiderate or offensive behaviour (including such behaviour in the on-line 'environment') to be a breach of discipline);
- vi to be responsible for the good behaviour of any guests that you invite to the University (children are not permitted to attend timetabled learning and teaching activities, including lectures, seminars and other teaching activities; unless you have obtained permission beforehand, you are not allowed to bring visitors to timetabled learning and teaching activities, including lectures, seminars and other teaching activities);
- vii to be respectful and polite to fellow students, staff and others visiting or working on campus;
- viii to recognise and respect the cultural diversity of the University and take no action that might undermine the principles of cultural tolerance within our community;
- ix to exercise respect and tolerance in the wider community and not to behave on or off-campus in ways that may damage the good name and reputation of the University;
- x to carry your University Identity Card at all times when you are on campus (individuals without cards will be asked to leave campus);
- xi neither intentionally nor negligently to damage or misuse or make unauthorised use of University premises, property or equipment;
- xii to comply with the University's Health and Safety policies and regulations, to take reasonable care of your health and safety and not to endanger the health or safety of others. This document should be read in conjunction with the following Health and Safety policies and regulations: UPR HS04², UPR HS07³, Appendix I UPR HS07⁴, UPR HS08⁵, UPR HS09⁶, UPR HS06⁷ and UPR HS05⁸;

² UPR HS04 'CCTV-Code of Practice'

³ UPR HS07 'Children, Young People and Vulnerable Adults'

⁴ Appendix I, UPR HS07 'Code of Practice - Children, Young People and Vulnerable Adults'

⁵ UPR HS08 'Corporate Health and Safety Policy'

⁶ UPR HS09 'Environment and Sustainability Policy'

⁷ UPR HS06 'No smoking policy'

⁸ UPR HS05 'Security and Public Access'

- xiii to be personally responsible for your actions and behaviour and to comply with all University regulations, including this Code of Conduct (the University may take disciplinary action should you fail to do so);
- xiv to comply with the law at all times and report to the relevant authorities any incidents that you may witness.

In return you become a welcome member of our community, entitled to all of the rights and privileges associated with that membership which are summarised in the Statement of Responsibilities and Commitments¹.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2020**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.