



STUDENT CODE OF CONDUCT

Printed copies or references to the Student Code of Conduct in other documents are uncontrolled and cannot be guaranteed to constitute the current version. Please refer to the web version:

<https://my.cumbria.ac.uk/Student-Life/Support/Responding-to-your-concerns/Student-Code-of-Conduct/>

Revisions to the documents are listed in the [Policy Schedule](#)

This document can be made available in alternate formats. Please contact Student Procedures to make a request via:

studentprocedures@cumbria.ac.uk.

STUDENT CODE OF CONDUCT

1. Introduction

- 1.1. This Student Code of Conduct explains the University's expectations relating to the behaviour of its students in meeting social responsibilities, legislative and regulatory requirements, professional expectations and standards. As a student you must behave in accordance with this Code of Conduct.
- 1.2. A separate Disciplinary Procedure, available at Student Policies and Procedures | MyCumbria, explains the range of steps the University can take when an allegation, concern or grievance is made against a student, or a group of students, to decide whether or not the Student Code of Conduct has been breached.

2. Scope

Who does the Student Code of Conduct apply to?

- 2.1. The Student Code of Conduct applies, but may not be limited to:
 - All students enrolled on any programme of study at any level delivered by or on behalf of the University. This includes undergraduate and post graduate students (both taught (including PGCE) and research), foundation degree students, learners registered on a University of Cumbria Apprenticeship, students on CPD or short courses, .

When does the Student Code of Conduct apply?

- 2.2. The Student Code of Conduct applies, but may not be limited to:
 - Student behaviour both on and off campus including within placements, work settings and the wider community
 - Student behaviour at any time while a student, including term time and also during holiday time, and other absences from the University or from studies
 - Conduct in connection with any application to the University
 - With the exception of applications, the Student Code of Conduct does not typically apply to conduct before or after a student studies at the University. However such conduct may still be relevant to this Code of Conduct, for example if a student fails to declare some past conduct that should have been declared to the University, or admission after a student ceases studies of conduct that would have been a breach of this code had it been known at the time.

- 2.3. Alleged breaches of this Code of Conduct may continue to be investigated regardless of whether a student has completed or ceased studies

Additional requirements

- 2.4. Students registered with a collaborative partner institution are also subject to the student code of conduct policies and procedures of their own institution/organisation. Students should refer to their programme handbook or equivalent document for information.
- 2.5. In addition to other requirements of this policy, apprentices are subject to the requirements specified in the Government's Apprenticeship Funding Rules. These requirements are set out in the compliance documents signed at the start of an apprenticeship (currently called the Training Plan). These requirements include, but are not limited to:
- Actively engaging in the programme and responding to communications
 - Submitting monthly 'off the job' hours records
 - Engaging in regular progress reviews (tripartite reviews)
 - Signing reviews and other compliance documents in a timely manner

3. Code of Conduct

- 3.1. This Code of Conduct sets out expectations of student behaviour. The Code is intended to ensure that everyone can study and work together in a safe and respectful environment. This means students are required to treat all members of the University community (which includes any person who is lawfully on any University premises) with respect, show consideration for others and for University facilities and the reputation of the University including its students, and act within the law.
- 3.2. The Student Code of Conduct includes a requirement that students on professionally regulated programmes demonstrate good health and good character and meet the expectations of any professional body requirements governing these programmes.
- 3.3. The following elements of the Code of Conduct are examples of expected behaviours. The University reserves the right to consider/investigate any concerns about behaviours that may breach the overarching purpose of this Code whether or not they are listed

below.

THE STUDENT CODE OF CONDUCT

A. You should behave in a way that is compatible with a safe and respectful environment. This includes your behaviour such as physical actions and spoken and written words, including via social media, texting, other messaging forums etc. You are responsible for your own words and you may also become responsible for the words of others if you “like”, forward, amplify promote or endorse them. Examples of behaviour that might break this requirement include but are not limited to:

- Abusive or unreasonable behaviour, for example: making offensive comments; bullying; harassment; causing someone reasonably to feel threatened, intimidated, fearful or anxious; making abusive comments relating to an individual’s age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation; acting in an intimidating or hostile manner
- Threatening or actual physical violence or harm, e.g: punching, kicking, slapping, biting, pushing, shoving
- Sexual misconduct in person or online, for example:
 - Inappropriately showing sexual organs to another person
 - Following another person or sending messages where you know or should know that that is unwanted
 - Making remarks of a sexual nature where you know or should know that is unwanted
 - Without consent of the other person: engaging in or attempting to engage in kissing, sexual intercourse or any sexual act
 - Sharing private sexual materials of another person including photographs
 - Touching inappropriately through clothes
 - Accessing or possessing or attempting to access or possess unlawful pornographic material
 - Viewing pornographic material in any place where you may be overseen by a third party
- Engaging in any activities related to the incitement or glorification of, or participation in, acts of terrorism
- Engaging in any activities that disrupt the University’s ability to carry out its day to day activities, disrupts the experience of, or

harasses others, or poses health and safety risks to any member of the University community

B. You should not behave in a way that has the potential to, or does damage, the reputation of or brings the University into disrepute. The reputation of the University includes the reputation of its student body generally. This includes but is not limited to, for example,:

- Criminal activity
- Activity that is or could be subject to sanction or censure from any professional or regulatory body

C. You should not act in a way that has the potential to or does cause injury or harm or affect the health and safety of yourself or others. This includes but is not limited to, for example:

- Breaching the University's policies on Health, Safety and the Environment
- Misuse of or tampering with health and safety equipment, including fire safety equipment
- Keeping or carrying any items that may constitute a offensive weapon, even if properly licensed
- Creating a risk of fire or infestation in any University premises.

D. You should meet the academic and professional expectations and requirements of your programme in relation to conduct and behaviour. This includes but is not limited to, for example:

- Attending and engaging as per your programme expectations, normally set out in relevant handbooks, including formal timetabled sessions, informal programme related activity, placement/practice requirements, compliance with specific programme codes of practice
- Complying with professional, statutory, regulatory body expectations and requirements to protect present and future patients, children, personnel, service users, or clients at all time. Examples include, but are not limited to requirements imposed by:
 - Schools
 - Health Care Professions Council
 - Nursing and Midwifery Council
 - North West Ambulance Service
- Complying with relevant programme professional standards relating to personal and professional conduct. Examples include

but not limited to requirements imposed by:

- The Youth Work National Occupational Standards
- Teachers' Standards
- Policing Code of Ethics
- Military codes of conduct

- Note, there may be implications arising from your conduct and behaviour for your fitness to practice. Please refer to the separate Fitness to Practice policy (available at [Student Policies and Procedures | MyCumbria](#)) and/or the "Fitness to Practice" section of your programme handbook.

E. You should inform the DBS Team (dbs@cumbria.ac.uk) at the earliest opportunity of any potential or actual change to your Disclosure and Barring Service (DBS) status, for example if you have been arrested, charged, convicted or cautioned.

F. Students enrolled on courses governed by Professional, Statutory and Regulatory Bodies (PSRB) requirements should notify their professional/regulatory body of any relevant matter relating to their conduct in line with those regulations, for example, NHS, Health & Care Professions Council (HCPC) etc.

G. You should comply with UKVI Visas and Immigration rules if you are a student with a Student Route visa. You must ensure you meet all your visa requirements. This includes, but is not limited to, fulfilling your engagement requirements.

H. You should comply with approved University policies and regulations. This includes but is not limited to, for example:

- Academic [Regulations](#) including expectations of attendance and engagement
- [Admissions Policies and Procedures](#) including Disclosure of Criminal Background (DBS) requirements
- [Equality, Diversity and Inclusion Policy](#)
- Freedom of Speech: Code of Practice
- [Fitness to Practise Policy](#)
- [Health and Safety](#)
- [IT policies](#) - Digital Resource Acceptable Use, Information Security, Internet Content Filtering and E-safety
- [Placement policies](#)
- [Prevention of Bullying, Harassment and Sexual Misconduct Policy](#)
- [Safeguarding](#): children and working with vulnerable groups

- Smoking and Vaping Policy
- [Student Progress Reviews](#)
- University [parking](#) regulations.

I. You should not cause damage to, mistreat or take property or equipment. This includes, for example property or equipment that belongs to or is part of:

- The University, its campuses, teaching and service facilities etc
- University staff and or students
- Any visitors to the University or users of University services and facilities
- Placement/practice organisations
- University-managed student accommodation.

J. You must not act in a way that is, or has the potential to be fraudulent, deceitful, deceptive or dishonest. This includes but is not limited to, for example:

- Forging, altering or misusing University documents or records, your CumbriaCard or any other identification card
- Withholding or providing false information when accessing or using any University procedure or service
- Impersonating others in connection with the University
- Invading, abusing or attempting to abuse the security, integrity or privacy of any files or confidential material associated with all University procedures, records, programmes of study and services.

K. You should not smoke or vape in any areas other than those designated as authorised smoking areas. This includes, but is not limited to, smoking cigarettes, illegal substances, e-cigarettes or vapes.

L. You should not (mis)use, produce, trade, store or transport any controlled drug or psychoactive substance (such as cannabis, LSD, Cocaine, MDMA) or other illegal substances on University premises. This includes but is not limited to, for example, to not:

- Using, keeping or selling illegal substances
- Keeping any paraphernalia that could be used in relation to drug use or misuse.

- M. You should comply with the Conditions of Residence associated with your accommodation contract.** This includes but is not limited to, for example:
- Maintaining standards of behaviour and domestic arrangements
 - Complying with a proper direction or request from of a member of the Accommodation and Estates teams etc. as they fulfil their duties and responsibilities
 - You are responsible for the behaviour and conduct of any person you allow or invite into University-managed accommodation.
- N. You should not make a vexatious or malicious complaint about another person associated with the University.** This means a complaint that is without merit and is pursued solely to harass, annoy or subdue somebody; or a complaint that is unreasonable, without foundation, frivolous, repetitive, burdensome or unwarranted.
- O. Criminal conviction.** You should notify the University of any criminal conviction or caution immediately, even if it is immediately spent. Failure to notify will itself be a breach of this Code. The facts on which the conviction or caution is based will be considered in light of this Code of Conduct and the Student Disciplinary Procedures.
- P. You should comply with the Student Disciplinary Procedures associated with this Student Code of Conduct.** This includes, for example:
- Not assisting, encouraging or inciting any other student to act in a way which may constitute a breach of the Student Code of Conduct
 - Ensuring that your guests do not behave in ways that breach the code. You may be held responsible for the behaviour of any person you have invited to any part of the University
 - Ensuring you attend or respond to correspondence related to the Disciplinary Procedure
 - Not intimidating, victimising or threatening any person who may have raised a concern about your alleged behaviour, or any witnesses who do, or refuse to, support an allegation against you or who you ask to support you in responding to any concern or allegation
 - Complying with the decisions of the Disciplinary Procedure ie: fulfil sanctions and outcomes such as payment of fines, abiding by an action plan etc.

POLICY SCHEDULE	
Policy title	Student Code of Conduct
Service responsible	Academic Registry
Policy lead contact (operational)	Student Casework Manager
Approving body	Academic Board
Date of first approval	July 2007 (for University of Cumbria)
Date of implementation	1 st August 2007
Version no.	2024/25
Related Procedures	Disciplinary Procedure Fitness to Practise Policy Precautionary Action and Suspension Procedure
Amendments approved and implemented	September 2017 (triennial review; to be noted by Academic Board Autumn 2017) August 2016 (noted by Academic Board Autumn 2016); September 2015; September 2014; September 2013 (triennial review); September 2012; September 2011; September 2010; February 2010; September 2009; August 2008.
Review interval	3 years

Revisions:

December 2024	<ul style="list-style-type: none"> ● Separation of Student Code of Conduct and Disciplinary Procedure ● Reference to separate Student Disciplinary Procedure ● Scope expanded in section 2 ● Expectations of behaviours added to section 3 ● References to UKVI Tier 4 updated to Student Route Visa ● References to complaints replaced by concerns ● University policies updated and links added to point 6 ● Impersonating others in connection with the University added to point 8 ● Substances listed in point 10 ● Vexatious and malicious complaints explained in point 12
September 2017	<p>Triennial review:</p> <ul style="list-style-type: none"> • Changed name to Disciplinary Procedure from Adjudication to better reflect the procedure intentions and be more recognisable for students. • Re-presentation of the individual elements of the Codes for

	<p>better clarity for students.</p> <ul style="list-style-type: none"> • Language used modified to be more user friendly and 'guidance' information removed to the web for better access for students.
August 2016	<p>Minor refinement of text for better clarity.</p> <ul style="list-style-type: none"> • Introduction of the Health and Conduct Committee, replacing the Disciplinary Hearing. The Committee considers serious complaints about conduct as well as considers reports from a Professional Practice Case Conference regarding either conduct (existing process renamed) or complex health for students enrolled on professional, statutory or regulatory body programmes (new). • Disciplinary Officer renamed 'Disciplinary Officer' to better reflect the role and to be applicable to health and disciplinary-related Health and Conduct Committees.
March 2016:	<ul style="list-style-type: none"> • Inclusion of reference to PREVENT – reflecting legislative changes and the University's responsibilities under the Counter Terrorism and Security Act 2015.
September 2015:	<ul style="list-style-type: none"> • Revised information ref: <ul style="list-style-type: none"> ◦ sanctions to include and differentiate from outcomes ◦ Clarification regarding the extent of deregistration and whether or not the student may apply to return to their course, or a new one, in the future. • Replaced reference to Faculty with Deanery and/or academic department(s)
September 2014:	<ul style="list-style-type: none"> • Replaced UK Border Agency with new title, UK Visas and Immigration. • Clarified suspensions where external investigations are required. • Addition of Code B3.1 relating to the national Teaching Standards.
September 2013:	<p>Triennial review: following consultation with Disciplinary Officers and the Students' Union:</p> <ul style="list-style-type: none"> • Replaced 'registered' for 'enrolled' within scope. • Updated role titles, procedure titles and web addresses • Added references throughout to UK Border Agency regulations and reporting requirements. • Further clarified information regarding the student being accompanied to a Disciplinary. • Broadened codes to better incorporate eg: misuse of illegal substances, provision of fraudulent information when making claim for expenses. • Updated references to the Students' Union.

September 2012:	<ul style="list-style-type: none">• Clarified process of appeals for each method of Disciplinary and increased scope of appeals against Fixed Penalty Notices.• Clarified information regarding the student being accompanied to a Disciplinary• Updated role titles, procedure titles and web addresses.
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