

## Student code of conduct

Ravensbourne University London cultivates an environment that enables individuals to work and create to their fullest potential. It creates and supports resilient and inclusive individuals prepared for work in the ever-changing creative industries and for living with wider societal and cultural flux in the 21st century. For such a community and the individuals who make it up to thrive, there must be mutual understanding, respect and a commitment to the values and behaviours which underpin it.

Ravensbourne students are the most important stakeholders in the reputation of the university and its student body. Ravensbourne students are resilient, collaborative, connected, socially responsible and courageous. They have a positive attitude to dealing with the challenges of life. They celebrate the diverse talents, qualities and cultures of those who form Ravensbourne and seek to have a positive impact on that community and wider society. They are thorough going professionals with an inherent understanding of the standards of behaviour and conduct which others expect of them and they expect the same of others. Instances of misconduct and poor behaviour are rare but to be open in our dealings with all and accountable for our actions, and to ensure that all without exception have a strong understanding of conduct and behaviour expected of them, Ravensbourne University London has agreed the student code of conduct with Ravensbourne Students' Union.

The student disciplinary procedure and the associated student code of conduct protect the rights of individuals and groups within the university and the local community. It makes clear that inappropriate, anti-social, bullying, criminal, discriminatory, and intimidating behaviours will not be tolerated.

The code applies to all students of the university from enrolment up to completion of their programme of study at the university (to include the period up to and including attendance at graduation). The code applies to all students in respect of university activities and to external activities when these impact on either the wellbeing, safety or reputation of the Ravensbourne community.

This code, and its implementation, are informed by the common law concept of natural justice in accordance with the Articles of the Human Rights Act 1996 and in particular the right to a fair hearing. However, as the code applies only to students of Ravensbourne University London, the detailed procedural requirements of the act for civil and criminal proceedings, do not apply to the application of the code. Adjustments to the process may be made to accommodate students defined as having disabilities under disability discrimination and allied legislation.

We encourage you to consider yourself as a professional while you study at Ravensbourne and as part of this you should maintain high standards of behaviour, which are outlined in this code of conduct.

We are committed to providing you with a positive experience while you are enrolled with us, where individuals are treated with, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected.

Below are the expectations we have of you as a student at Ravensbourne:

- To respect the rights of others to live and work undisturbed by unreasonably excessive noise or disturbance;
- To respect the property of the institution, its community and local residents and to be careful not to damage Ravensbourne University London and local community property;
- To respect the rights of others to live without fear of physical, verbal or written harassment or abuse generally and particularly on the grounds of their gender, sexual orientation, race, cultural background, disability, age, religion or belief, or any other difference;
- To live and work within the boundaries of UK criminal and civil law and, in particular, those relating to disorderly or violent behaviour, drug offences, indecency, theft and fraud.

We expect our staff to treat you with respect and courtesy. Similarly, we expect you to treat our staff and others with respect. As an employer, we will not tolerate threats, abuse or rudeness towards any members of our staff. Any incidents of such behaviour will be taken extremely seriously and disciplinary procedures will be put into effect, possibly leading to exclusion.

The standards of behaviour which we expect of our students online do not differ in any respect from those we expect in other activities. Internal media platforms or external groups hosted by our staff or students may be subject to moderation, but are not routinely monitored. Nevertheless, if unacceptable behaviour online by a student comes to our attention and is deemed to be in breach of the student code of conduct, we will take appropriate action and, if necessary, put into effect disciplinary proceedings against the student concerned.

In more serious cases, this may involve legal proceedings or the involvement of the police. Inappropriate and unacceptable online behaviour likely to lead to disciplinary proceedings under the disciplinary regulations includes rudeness or or disrespect to other students or staff, using or distributing obscene, racist, sexist or discriminatory language or images, anything which could be construed as

harassment or bullying behaviour, and anything likely to bring Ravensbourne into disrepute.

It is your responsibility as a student to update the information you provide to us as part of enrolment or re-enrolment. You must inform Registry immediately of any changes to your address or other contact details. Any delay in communication, resulting from a failure to update such details, shall not be recognised as excusing any failure to comply with the Institution's codes, policies, procedures and Regulations or any failure to respond to any correspondence from the Institution. The procedure for changing your address and other details can be found on the [intranet](#)

In compliance with your agreement to familiarise yourself with and abide by the student contract, you should note the requirements of your course as stated in the course handbook and the particular rules and regulations governing the conduct of assessment on your course contained in the assessment regulations. These are available on the intranet and a copy may be requested from the information desk. In signing the enrolment form, you agree to comply with the student contract, assessment regulations and associated policies. You should be aware that there are specific penalties related to the late submission of assessed work, plagiarism and academic misconduct.

In the course of your studies, you will have access to and use of institutional resources, including those from the Study Zone and other equipment on Ravensbourne University London premises and offsite. In signing the enrolment form, you signify your willingness to abide by all relevant published rules. You may be held financially liable for any damage deliberately caused by you to resources, through unauthorised use of the resource or through negligent behaviour on your part. In such cases, you will have to pay the full cost of repair or replacement. In serious cases, you may also be subject to Ravensbourne's disciplinary regulations.

### **Student relationships with staff**

We believe the professional relationships between you and our staff are central to your experience with us. Personal relationships between staff and students are not encouraged but must be declared to the course leader, as should all business or employment relationships.

If you believe you are being bullied or harassed by a member of staff this will be considered under our bullying and harassment policy. Support can be provided, in confidence, by our Students Services team who can be contacted at: [studentservices@rave.ac.uk](mailto:studentservices@rave.ac.uk)

We understand that you may wish to show your appreciation of teaching and support staff. However, we request that you refrain from offering our staff gifts or other tokens of appreciation. Staff are required to declare such gifts (except where the gift is of no intrinsic value) as they may constitute, or be seen to constitute, a conflict of interest, particularly with regard to formal assessment.

Gifts are taken to include:

- goods provided for personal or other private use;
- personal services;
- loans of equipment, vehicles etc for personal use; and,
- the provision of goods and/or services at preferential cost (including loans of money) for personal or other private use.