



WAVERLEY ABBEY
COLLEGE

Student Code of Conduct Policy

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Student Code of Conduct Policy

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1. Introduction, aims and purpose of document

As an integral part of the Waverley Abbey College community, students are expected to behave in a way that takes into account the wider objectives of the College and the importance of its good name.

Through this Code of Conduct, Waverley Abbey College aims to:

- i. provide a clear framework within which students of the College are expected to conduct themselves;
- ii. foster a learning environment in which honesty, integrity and respect for College and Waverley Abbey Trust staff and fellow students are consistently demonstrated in students' personal behaviour and standards of conduct. (NB Waverley Abbey Trust is a trading name of CWR)

Please note that this Code:

- covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive;
- should be read in conjunction with Middlesex University regulations (available online at [University regulations | Middlesex University London](#) and Waverley Abbey College policies and regulations (available on the college Moodle);
- does not apply to Academic Misconduct, which is covered in the Programme Handbook applicable to each student's course of study.

This policy is underpinned by the 'Statement of Vision, Mission and Values' of the College, available online or within the policy documents handbook, and should be read and understood in the context of that statement.

2. Guiding principle

In light of our vision and mission, our core values and ethos we expect all our students to conduct themselves in an honourable manner in relation to each other, College staff and the wider community.

The College, in pursuance of its Christian principles and purpose, seeks to achieve this objective within an agreed Code of Conduct. Throughout the course of their involvement with the College, students both when on campus and when involved in activities associated with Waverley Abbey College off-campus, are expected to abide by this Code of Conduct, which is based upon concepts of care and respect for individuals, property

and the environment, as well as generally-accepted high standards appropriate to a Christian institution.

In our daily interaction with each other, consideration, equality of esteem, honourable behaviour, mutual trust and concern are an expression of our commitment. Each member of the College community has a responsibility to promote these standards and as far as is reasonably practicable, the College places responsibility for self-regulation on members of the student body.

The College is a complex organisation and the behaviour of its students can have an impact beyond the College community. Students are expected to have regard for the impact of their personal behaviour on the College, its staff, Waverley Abbey Trust staff, representatives of partner organisations, the environment and the communities in which the College operates.

Failure to comply with this Code of Conduct constitutes non-academic misconduct and may result in students being referred to the College's non-academic disciplinary procedures. Multiple instances of minor infringements of this Code of Conduct will be aggregated and may therefore bring about action normally reserved for more serious cases.

The College will, as a matter of course, refer to the police any incident that involves illegal activity.

3. General guidance on personal standards of behaviour

3.1 Equality of opportunity

The College seeks to ensure that the learning environment for its students is supportive, and one where individual respect is shown to all. All students, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential and any discriminatory behaviour by fellow students will be investigated and if necessary, subject to disciplinary action.

3.2 Harassment and bullying

To secure an environment in which students are able to flourish and to achieve their full potential, the College is committed to ensuring that everyone is able to study and participate in the life of the College without fear of harassment, bullying or intimidation. Everyone in the College has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. The College will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

3.3 Health and safety

The College places a high priority on providing a safe learning environment and will act positively to minimise risk. All activities should be carried out with the highest regard for the health and safety of students, staff, visitors and the public. Our aim is to systematically remove the causes of accidents/incidents and ill-health and together with more specific aims and objectives, this reflects the College's commitment to promote student wellbeing. Students are required to fully observe any legal responsibilities as well as instructions and guidance given by the College with regard to Health and Safety and any student who fails to comply or behaves in a way that poses a threat to health and safety will be subject to disciplinary action.

3.4 Relationships with other students, staff and others associated with the College

The College does not concern itself with the private lives of its students unless they impinge on its effective operation or its reputation. Students who are relatives of staff or who have a dual relationship with a member of staff, whether that is personal or professional, should not normally be supervised, assessed or authorised by that person.

3.5 Social events

From time to time, there will be social events within the College. While these events may occasionally take place away from the College and outside of normal working hours, this Code of Conduct and other related policies, such as the Disciplinary Procedure, will remain in place. The College wants people to enjoy such events without there being any relational problems stemming from such activity or damaging the public perception of the College.

3.6 Conduct outside College

The College does not seek to dictate how students conduct themselves in their personal lives away from College. However, unlawful, anti-social or other conduct by students which may jeopardise the College's reputation or position may be dealt with through the disciplinary procedure.

3.7 Impartiality

The College is a charity and therefore is required by law to be politically neutral and wholly independent of any bias by or allegiance to a political party. The College is aware that, within the purview of its teaching programme, political issues may be raised and discussed and these will be seen to be a way of developing awareness and debate rather than proselytising particular views. In light of this, the resources of the College cannot be used in any way to help or support any party political activity. However, if an occasion does arise where an activity could be deemed to be 'political', it should occur in a politically neutral manner. Students are not precluded from pursuing political aims outside of their relationship with the College. However, in so doing, they must not in any way bring the name of the College into disrepute.

3.8 Conflicts of interest

The highest standards of behaviour are expected in all areas of College life, especially where individuals are in positions to make or influence decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified to chairs of boards or committees so that individuals are not involved in decisions where their actions could be seen as biased.

3.9 Access to confidential information

Although the College strives to conduct its business in an open fashion there will be times when students, through interaction as part of their studies or through their positions as Student Reps, members of committees etc., become aware of confidential information, either about other individuals or in connection with the College's commercial/academic activities. Individuals should be aware of the need to keep such matters confidential and where information must be shared, to respect the proper channels of communication for such information.

3.10 Bribes and Inducements

A bribe is a 'financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or to reward them for doing so. Students are prohibited from:

- offering, promising or giving a bribe to a member of staff or a fellow student
- requesting, agreeing to receive or accepting a bribe from a fellow student or member of staff
- bribing or attempting to bribe someone connected with a partner or placement organisation

4. Data Protection

During the course of your studies you may process personal data (i.e. information about an identifiable living individual); for example, you may undertake a survey for an assignment. Whenever you process personal data you must comply with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Waverley Abbey Trust is the Data Controller for most of your educational activities and may be fined if personal data is misused and GDPR is not followed. The College will view breaches of the Data Protection Act by students seriously and may instigate disciplinary action.

5. Use of IT equipment, email and internet

IT equipment and facilities are provided by Waverley Abbey Trust and students are required to observe Waverley Abbey Trust's rules for users of computers and guidance on acceptable use of email and the internet. Some websites have been blocked for security and suitability reasons. It is the responsibility of the Director of Finance and Operations to liaise with our IT Support provider regarding the categories of blocked sites.

Particular attention will be given to ensuring that users are not able to access harmful or extremist content as part of Waverley Abbey Trust and Waverley Abbey College's strategy to prevent people from being drawn into violent extremism or terrorism. This is in accordance with Waverley Abbey College's Prevent Duty Policy and Procedures.

In addition to network security considerations, sites will be blocked if they are not in keeping with the Christian ethos of Waverley Abbey Trust and/or if they are not considered necessary to be accessed in the course of students' work.

If you find that a site you need to access for College purposes is blocked, please ask your tutor to email authorisation to the IT Helpdesk. Sites blocked for security reasons that have a College justification case will need to be authorised by the Director of Finance and Operations.

Serious breaches of these rules and guidelines will result in disciplinary action. Users of the Waverley Abbey Trust's IT and internet facilities must behave reasonably and appropriately towards other users and the facilities. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. In particular, students must not use Waverley Abbey Trust facilities to create, display, produce, store, circulate or transmit extremist, terrorist, obscene or pornographic material in any form or medium.

Where an allegation has been made against a student under the College's regulations, the College shall have the right to inspect and take copies of any material held in the name of that student on any of the IT facilities that might provide evidence for or against the allegation.

6. Use of College facilities and equipment for non-academic purposes

Waverley Abbey Trust will allow students reasonable use of facilities and equipment, provided that authorisation has been obtained from the appropriate Programme Leader or College Director, that the use does not interfere or conflict with the work of the College, and that any associated costs are met by the individual.

Students may use Waverley Abbey Trust internet facilities for personal use, in their own time.

Students may use Waverley Abbey Trust telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation.

7. Raising matters of concern

Students have a right and a duty to raise concerns they may have about breaches of the law or propriety by the College. This should normally be through their Programme Leader but in circumstances where this is not appropriate they may approach the Academic Registrar in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

Cause for concern about other students, particularly in respect of safeguarding or regarding any suspicion that they may be vulnerable to, or may have been drawn into violent extremism or terrorism, must be raised as a matter of urgency to the College Safeguarding Officer in accordance with the procedure set out in Waverley Abbey Trust's Safeguarding Policy.

8. External Speakers Policy and Procedures

There are mandatory procedures for Students to follow if they are considering organising an event involving an external speaker (as set out in Appendix 1 of the College's Prevent Duty Policy). Failure to follow the procedure is potentially a cause for Disciplinary action.

9. Academic Integrity

The College strives to maintain the highest standards in all the teaching and research that it undertakes, and students must not conduct themselves in ways that may undermine the academic standards of its awards or the conduct and dissemination of its research.

10. Breaches of this code

This Code of Conduct exists to provide a source of guidance to the College's students. It is not a contractual document and can be amended at any time by the College. All students must comply with both the provisions of this Code and the College's policies and procedures. Failure to comply may result in proceedings being brought under the Student Disciplinary Regulations which can be found at:

https://www.mdx.ac.uk/_data/assets/pdf_file/0022/424183/Student-Conduct-and-Discipline.pdf

Appendix 1

GUIDING PRINCIPLES AND SPECIFIC EXAMPLES OF GOOD CONDUCT

1. PRINCIPLES REGARDING GOOD CONDUCT

Students should:

- behave in a responsible manner designed to foster mutual respect and understanding between all members of the College community and Waverley Abbey Trust staff
- not behave in any way which may be considered threatening or disruptive, or being likely to lead to injury or physical or emotional harm to any of its students or staff
- not intentionally damage any College building or other property
- act within the law and not engage in any activity or behaviour likely to bring the College into disrepute

2. PRINCIPLES REGARDING MISCONDUCT

The College considers the following examples of inappropriate behaviour to constitute misconduct that is likely to lead to disciplinary proceedings. The list should not be considered to be exhaustive.

- failure to respect the rights of others to freedom of belief, sexual orientation or freedom of speech
- violent, disorderly, threatening, bullying, or offensive behaviour or language whilst on College premises, engaged in College activity or using College computers or email accounts
- Acts of fraud, deceit, deception or dishonesty in relation to the College, its staff or students
- any action likely to cause significant injury or impairment of safety on College premises
- any action likely to bring the College into disrepute
- serious disruption of, or improper interference with, the academic, administrative, social or other activities of the College
- harassment of any kind towards a student, member of staff or authorised visitor to the College by any means including cyber-bullying or cyber-harassment
- any interference with fire detectors, fire alarms or fire extinguishing equipment
- serious damage to, or defacement of, College property
- serious damage to the property of other members of the College caused intentionally or recklessly, or misappropriation of such property
- serious misuse or unauthorised use of College premises and property, including computer misuse

3. DETAILED GUIDANCE ON APPROPRIATE AND INAPPROPRIATE CONDUCT

3.1 ON CAMPUS

The College campus is a place of study, work and is shared by other organisations and visited by a wide range of people. Balancing all these aspects to maintain a sense of respect for others and their needs is a complex matter.

In a diverse community certain behaviour and activities may offend others, and this needs to be appreciated by all. The College also takes matters of health very seriously and will not tolerate behaviour that poses a threat to the health or security of students or staff.

Please note that the Code applies to property and premises owned or controlled by the College, or the College's parent organisation, Waverley Abbey Trust.

3.2 MISUSE OF DRUGS AND ALCOHOL

It is a disciplinary offence to be on College premises when under the influence of alcohol or non-medically prescribed drugs.

3.3 SMOKING

The College is committed to providing a smoke-free environment. Smoking and the use of electronic cigarettes ('vaping') is prohibited within the buildings. This applies to all buildings and includes, but is not limited to, offices, study rooms, lecture and seminar rooms, library, prayer room, toilets, dining room, coffee bar, corridors, and on-campus accommodation. Because the College is committed to a smoke-free environment, smoking and vaping are also prohibited in all outdoor places except those places specifically designated (this is currently the area by the bench to the right of the coffee bar). The co-operation of all students by their adherence to this policy is expected, with failure to do so leaving the individual concerned subject to disciplinary action.

3.4 GAMBLING

Gambling activities must not be conducted on College premises.

3.5 FIRE PROCEDURES

Students are advised that they must:

- observe fire alarms and related procedures and evacuate buildings when alarms sound
- not interfere with fire detection equipment, fire alarms or fire extinguishers

3.6 LIBRARY AND SELF-STUDY AREAS

Students are expected to be considerate towards each other and to staff and not disrupt other users.

Students are expected to:

- refrain from consumption of food and drink
- refrain from the use of mobile phones
- remain quiet and not engage in conversation
- replace books and resource materials in the appropriate place, so that others can find them, and to treat the resources within the Library with care and respect
- ensure that they have booked out all items they are borrowing before leaving the Library

3.7 COLLEGE STAFF OFFICES

If you have a query that requires visiting staff offices, the staff will make every endeavour to meet your needs, but may ask you to return at a more suitable time or direct you to enquire elsewhere. Students are expected to:

- be courteous and polite at all times
- request rather than demand
- respect the needs and rights of others, even when a need is urgent, making staff aware of the urgency in a manner that does not cause offence

3.8 PRAYER ROOM

Students are expected to:

- respect the purpose and nature of this space
- avoid causing disruption e.g. moving furniture, noise, discarding litter, eating, drinking, smoking, or using mobile phones or other similar devices

3.9 DINING ROOM AND COFFEE BAR

Students are expected to:

- be on time for meals and not expect to be fed when they arrive late
- be polite and respectful to Dining Room and Coffee Bar staff
- observe the usual conventions of queuing
- not remove cutlery, crockery or glasses
- respect others using the dining areas

3.10 LOUNGE

Students may use the Lounge in Waverley Abbey House for recreational purposes, but must ensure that it is left as it was found, and that no glasses, bottles, crockery or rubbish are left behind.

3.11 STUDENT ACCOMMODATION

Students are expected to be considerate towards each other, especially those with whom they are sharing a room, and not disrupt other residents.

Students are expected to:

- wait until they are told they can access their room
- clear their room by the time required
- keep their room clean and tidy as far as is reasonable practicable
- keep noise to a reasonable level, taking account of the time of day, and to a minimum when others are likely to be sleeping
- report any maintenance issues, breakages or damage caused, to the Conferencing Office at the earliest opportunity. We expect openness and transparency in these matters
- ensure that if they leave Waverley Abbey House out-of-hours, arrangements are made to preserve the security of the House

3.12 BOOKSHOP

All books/resources taken from the Bookshop must be paid for – failure to do so may result in disciplinary proceedings.

3.13 VEHICLES

We expect care and consideration of others. Student parking, at the owner's risk, is available only in the main car park. Students with Disabled Parking badge or with serious mobility problems may park in front of Waverley House. For other students this area must be used only for loading and unloading. Students must observe the 10mph speed limit within the confines of the drive and campus. Failure to do so may result in an offending student being barred from bringing their vehicle on campus.

3.14 INSURANCE

We expect students to make responsible insurance provision for their personal property. While the College holds all necessary insurances for public liability, all insurances for personal risk and property are the responsibility of students and visitors. These include, for example, money, valuables and personal effects in bedrooms and around the campus; phones, laptops and tablets; cars parked in the car park and driven on College grounds; accidents occurring during leisure time or during any other activity; musical instruments; travel and any other risks relevant to each student's personal circumstances

3.15 SECURITY

We expect all students to play their part in ensuring the safety of everyone on Campus. The main entrance doors are open during office hours, but out of hours and other doors and windows must not be left open except in an emergency. Security is of utmost importance given the open aspect of the College campus. All students should therefore

be vigilant; any person in the grounds or buildings who is acting suspiciously should be immediately reported to Reception or a member of staff. Name badges must be worn at all times.

3.16 PROHIBITED AREAS

For safety reasons, students may not enter the Main Kitchen area or enter the Coffee Bar serving area of Waverley Abbey House other than in an emergency.

3.17 WAVERLEY ABBEY HOUSE GROUNDS

Students may use the Grounds of Waverley Abbey House for leisure purposes, but must ensure that no rubbish is left behind and that no damage is caused to the property. Fires and fireworks are not permitted.

3.18 LECTURES

- students should arrive in time for the start of a lecture as late arrival is disruptive to other students
- students must not disrupt a lecture or interfere with other students' ability to benefit from it
- the use of mobile phones to take or make calls, to send or receive text messages, or to record or send images is forbidden in lectures. Special permission may be requested in exceptional circumstances
- recording of lectures should only take place with the agreement of the Academic Registrar and lecturer

3.19 MEETINGS, SEMINARS AND TUTORIALS

Students are expected to:

- arrange meetings with staff by appointment, so that all concerned are clear about the venue and time
- attend meetings with members of staff when requested to do so and note that the failure to attend a disciplinary interview when given appropriate notice is itself a disciplinary offence possibly subject to further sanction
- ensure that they know the venue and time for meetings, seminars or tutorials, arrive in good time for appointments, and adhere to any agreed arrangements
- contact the staff member in good time if unable to attend, and make an alternative appointment if necessary
- respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech
- refrain from recording meetings, seminars or tutorials unless specifically agreed by the Academic Registrar, the lecturer and, if applicable, any other students present.